

MD. MIZANUR RAHMAN

Address: H#27(3rd Floor), Road#28,Rupnagar Residential Area, Mirpur
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Career Objective:

To build up my career in a well renowned organization where my educational qualification and experience can be utilized effectively.

Employment History:

1. DGM (January 1, 2012 – November, 2018)

Creed Energy and Services Ltd.

Company Location: H#16(SE-04),R#10, Gulshan-1,Dhaka-1212
Department: IT and Tender Procedure

Duties/Responsibilities:

- Maintain, manage & configure Linux Based Global Mail Server Operation by Linux Cent OS or Red Hat Enterprise.
- Backup mail taken from Linux mail server
- Maintain domain admin panel & also maintain reserve domain
- Maintain web based mail communication from USA server & Gmail server.
- Handle Company website with update all types of modification, incretion & any kind of changes. Also know coding (HTML, CSS, Scripting Language) and dream weaver coding
- Maintain & manage time attendance access device & attendance software (SAAP) based.
- Maintain & manage wireless network WIFI setup.

*** Supervises the tender's process from the prequalification stage through to the final bid submission, award of contract and engagement close out.

*** Collates and ensures proper documentation within the tendering and contract process.

*** Corresponding with DESCO, PGCB, BPDB,REB

***Performs other related duties as required.

2. Senior Executive Officer (March 1, 2007 – December , 2011)

Communication Bangla Ltd.

Company Location: H#47(1st floor-B), R#14, Sec-13, Uttara, and Dhaka-1230

Department: Administration

Duties/Responsibilities:

General office administration, support organizational and staff management.

Manage day-to-day administrative work.

Conducting meeting preparation of minutes.

Supervision and control of duties, responsibilities of subordinate staff.

Develop and implement administrative systems.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
M.Sc	Mathematics	National University	Second Class,	2006
B.Sc (Hons)	Mathematics	National University	Second Class,	2004
HSC	Science	Govt. Sayed Hatem Ali College, Barisal.	First Division,	1998
SSC	Science	K.M. Latif Institution, Mathbaria	First Division,	1996

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer	Basic	NIIT	Bangladesh	Barisal Center	2004	60 hours
RHCSA/RHCE	Red Hat Certified Engineer	AT Computer Solution Ltd. & Certified from REDHAT.COM	Bangladesh	Kazipara, Mipur, Dhaka	2017	

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">AdministrationHTML/DHTMLCSS. Javascript, Node JSPythonJavaMySQL, SqliteRHCSA/RHCEBusiness Development	<p>Ability to conduct research online to improve skills and implement state of the art features in to the designs.</p> <p>Willingness to learn new technologies and think out of the box to come up with creative ideas.</p> <p>Good interpersonal and communication skill, having dealt with people diverse background and culture.</p> <p>Strengths include leadership skills.</p> <p>Self-motivated and able to work in team.</p> <p>Committed to carry out assign tasks and responsibility.</p> <p>Systematic in work.</p> <p>Time management.</p>

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father's Name : Md. Shafiqul Alam
Mother's Name : Mahamuda Akter
Date of Birth : December 1, 1980
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 19807925805000001
Religion : Islam
Permanent Address : Vill- Shapleza, P.O.- Shapleza, Thana-Mathbaria, Dist.-Pirojpur
Current Location : Dhaka