

Estiak Ahmed

ECB Chattar, Dhaka Cantonment

Email: estiakahmed898@gmail.com

Phone: 01720151612

Date: 19 June 2025

To:

HR Department

Child Health Research Foundation (CHRF)

Dhaka Shishu Hospital, Dhaka-1207

Subject: Application for the Position of Senior IT Officer

Dear Hiring Committee,

I am writing to express my keen interest in the **Senior IT Officer** position at the **Child Health Research Foundation (CHRF)**. With a Bachelor of Science degree in Computer Science and Engineering and over three years of hands-on experience in IT operations, networking, and secure systems management, I am confident in my ability to contribute effectively to CHRF's impactful work in public health and child-focused research.

Why I Am Applying to CHRF

CHRF's mission to improve child health through scientific research and international collaboration resonates deeply with my values. I am particularly inspired by your partnerships with organizations like WHO, the CDC, and the Gates Foundation. The opportunity to support such critical work through robust IT infrastructure, cybersecurity, and operational excellence motivates me to bring my skills to your team.

My Strengths for This Position

- **Expertise in IT Operations:** I have extensive experience setting up and configuring laptops, operating systems, printers, scanners, and related peripherals. I've supported teams by ensuring seamless device setup and software deployment.
- **Networking & Infrastructure Management:** I manage firewall devices, routers, VLANs, NAT configurations, and manageable switches with proficiency. I've handled LAN/WLAN environments and implemented structured network security policies to ensure uptime and integrity.
- **Cybersecurity Knowledge:** While I do not yet hold a formal certification, I have a strong foundation in cybersecurity practices. I monitor firewalls, assist in incident response, and help enforce security policies across systems. I also conduct basic cyber hygiene training for end users.
- **CCTV & Surveillance Systems:** I have hands-on expertise in configuring, monitoring, and maintaining CCTV systems to support organizational safety and data security protocols.
- **Communication & Adaptability:** Fluent in both Bangla and English, I work collaboratively across teams and adapt quickly to evolving challenges. I'm a fast learner and thrive in dynamic environments requiring multitasking and proactive problem-solving.

I am excited about the prospect of contributing to CHRF's infrastructure and supporting your critical mission with secure and reliable IT systems. I have attached my CV and would be happy to submit a Video CV if requested.

Thank you for considering my application.

Sincerely,

Estiak Ahmed

Portfolio: <https://estiak-ahmed-portfolio.vercel.app>