

Respected Concern,

I am writing to express my interest in the “**Sr. Executive/Executive - IT**” position at **Genex Infosys Limited** as advertised on LinkedIn. With a solid background in IT and technical support, I am confident that my skills and experience make me a suitable candidate for this role.

Currently, I am working as an **Executive - ICT** at **Pacific Jeans Limited** in Chattogram, where I am responsible for ensuring the smooth operation of all IT systems & Network, including antivirus software, print services, email provision, and data security. I also provide technical support for both hardware and software issues, troubleshoot networks, and assist in the implementation and maintenance of LAN/WAN/Internet/Intranet connectivity for remote locations.

Prior to my current role, I worked at **Clifton Group** as an **Executive-IT**, where I gained substantial experience in installing networks, configuring routers, managing hardware and software, and administering network security. I was also responsible for providing helpdesk support and ensuring the optimal performance of the organization’s IT infrastructure.

I hold a **Bachelor of Science** in Electronics and Telecommunication Engineering from the International Islamic University Chittagong, where I achieved a CGPA of 3.273. Additionally, I have completed professional training in, **Web Design, PHP web-app Development**, Cisco Certified Network Associate (**CCNA**), and spoken English, which have further enhanced my technical and communication skills.

As a dedicated IT professional, my goal is to leverage my experience and knowledge to deliver high-quality technical support and innovative solutions to complex technical challenges. I am committed to staying updated on the latest technologies to continuously improve my performance.

Thank you for considering my application. I look forward to the opportunity for further discussion.

Sincerely,

Md. Lokman Hossen

Executive-ICT

Pacific Jeans Limited.

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MOHAMMED LOKMAN HOSSEN

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CAREER OBJECTIVE

To secure a challenging role in the IT sector that leverages my strong technical expertise in Networking, hardware and software. My goal is to utilize my skills and abilities & achieve professional growth while being resourceful, innovative & Flexible. I aim to contribute to a dynamic organization by optimizing IT infrastructure, ensuring seamless operations, and enhancing security measures to support business efficiency and growth.

WORK HISTORY

Executive - ICT

Pacific Jeans Limited., Chattogram

July, 2024 -present

Duties/Responsibilities:

- Ensure the smooth running of all IT systems,
- including anti-virus software, print services,
- email provision and ensure the security of data from internal and external unauthorized access.
- Provide technical support for both hardware and software issues of our users.
- Network troubleshooting, network maintenance and network cabling.
- Assist to implement LAN/WAN/Internet/Intranet connectivity for remote locations and design
- systems for those locations to maintain the entire internet/intranet from a central point.
- Update and upgrade user`s PCs as per new requirement.
- Maintain IT asset register. Any other task assigns by the Management.

Executive - IT

Clifton Group, Chattogram

March, 2022 – June, 2024 (2.3 years)

Responsible for below factory:

1. Clifton Cotton Mills Ltd.
 2. Clifton Apparels Ltd. (Knitting)
 3. Kith Fashion Ltd.
 4. Clifton Paper Mills Ltd.
 5. Clifton Apparels Printing Ltd.
- Administer network and data security, Data Backup, including directory, group policy, firewalls, virus protection, and email security & Maintain documentation of the network infrastructure, configurations, and procedures.
 - Installing and configuring computer hardware, software, systems, networks, CCTV, printers and scanners
 - Install and update network system improvements, Install and configure Router, Switches & wireless networking equipment
 - Install and maintenance Active Directory, DNS & DHCP server.
 - Monitor servers, LAN/WAN, AP and Wi-Fi to ensure full coverage & CCTV system maintenance & troubleshooting

- Install, upgrade and troubleshoot different computers on Windows, Linux and Mac.
- Facing Audit and Prepare all documents related to IT
- Troubleshoot hardware and software problems, both workstation and server
- Provide Network IT support to end-users for their desktops, laptops, network connections, scanners, printers & Other IT assets.
- Collaborate with the ISP to resolve network-related incidents and support requests.

SKILLS

Programming Languages : Laravel, PHP, PHP with OOP, HTML, CSS, Bootstrap, JavaScript, jQuery, JAVA, C.

Database : MYSQL

Operating System : Windows

Software : Microsoft Office (word, excel, PowerPoint, outlook), Cisco packet tracer, MATLAB, CST, phpstorm, Adobe Photoshop, Adobe Illustrator, VMware, Workstation

EDUCATIONAL QUALIFICATIONS

Bachelor of Science (BSc) in Electronics Telecommunication & Engineering **Passing Year-2021**

International Islamic University Chittagong (Chattogram, Bangladesh)

Current CGPA: 3.273 (out of 4.00)

Higher Secondary Certificate (HSC), in Science Background **Passing Year-2015**

Hazera Taju Degree College (Chattogram, Bangladesh)

GPA: 3.83 (out of 5.00)

Secondary School Certificate (SSC), in Science Background **Passing Year-2013**

Chandgaon N.M.C Adorsha High School (Chattogram, Bangladesh)

GPA: 4.63 (out of 5.00)

PROFESSIONAL TRAINING SUMMERY

Training Program on PHP Under SEIP

Duration : 3 Months

Organized By : Bangladesh Association of Software and Information Services (BASIS)

Institution : BASIS Institute of Technology & Management (BITM), Chittagong

Web Design

Duration : 3 Months

Organized by : Erevo Technologies Limited

Institution : Erevo Technologies Limited, Chittagong

Web App Development (basic php & Laravel)

Duration : 3 Months

Organized by : Erevo Technologies Limited

Institution : Erevo Technologies Limited, Chittagong

Cisco Certified Network Associate (CCNA)

Duration : 3 Months

Organized by : Erevo Technologies Limited

Institution : Erevo Technologies Limited, Chittagong

Mikrotik Basic Course

Duration : 3 Days

Organized by : Erevo Technologies Limited

Institution : Erevo Technologies Limited, Chittagong

Spoken in English

Duration : 3 Months

Organized by : Grey Goose English Studio

Institution : Grey Goose English Studio, Chittagong

LANGUAGE PROFICIENCY:

- ✓ Bengali (Native)
- ✓ Have good command in communicative and written English

REFERENCES

Reference: 1

MD. SHAHIDUL ISLAM SARKER
Manager - ICT, SYSTEMS & NETWORK
Pacific Jeans Ltd., Chattogram
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Reference: 2

KAZI MD. SHAHED HOSSAIN
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PROCLAMATION

I do hereby declare that all information presented in this curriculum vitae is correct to the best of my knowledge.



Md. Lokman Hossen