

MD. SAJAL

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Uttara-Azampur, Dakshinkhan,Dhaka-1230
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Career Objective:

To work in a challenging environment with a scope of future progress, applying my experience and working capability. I would like to welcome the chance to work as a Part of a dynamic working team where I could make a significant contribution.

Employment History:

Total Year of Experience: 5 yrs.

Part-Time-Remote(Sr. Web Developer & Digital Marketing Expert) (1 yr)

(3 Sep 2023 - Continuing)

Affordable Painting SG

Area of Expertise:

Digital Marketing (0.9 yr), Search Engine Optimization (SEO) (0.9 yr), Website Design (0.9 yr)

Duties/Responsibilities:

- Create website layout/user interface by using standard HTML/CSS & WordPress
- Create and maintain Website documentation
- Troubleshoot website problems
- HTML, CSS, and JavaScript to build Interactive website
- Ensuring cross-browser compatibility and mobile responsiveness
- Optimizing website performance for speed and efficiency
- Optimize a website to increase traffic and engagement.
- Expand a company visibility in organic search results
- Manage all aspects of Google Ad campaigns
- Stay updated with industry trends

2. Sr. Executive (IT) (2.7 yrs)

(1 Jan 2022 - Continuing)

APS Group

Area of Expertise:

IT Support Service and Network engineering. (0.7 yr.)

Duties/Responsibilities:

- Solve hardware/software, windows program problems.

- IT Support like -printer -scanner setup, zoom, outlook configurations & mail archive
- Administrative support & Implementation for Microsoft solutions (Active Directory, Exchange, SCCM, etc.).
- Develop and Implement organizational IT policy, rules and SOP (Standard Operating Procedure).
- Installing & configuring windows server 2012 & MS SQL server 2012.
- Look after the Server & secure the server, also ensure data backup by systemically.
- Monitoring and ensure day to day IT operation is running smoothly.
- maintaining, protecting & developing company`s IT systems
- CCTV System (IP Camera), Attendance machine configure & maintenance.
- PABX System configure & maintenance.
- Regular update the company website along with the right information.
- Expert spam filtering rule and smooth email transactions globally.
- Troubleshooting and day-to-day support of Exchange server 2019 and active directory.
- Good knowledge about domain controllers, DNS, Group policy, EOP & ATP.
- Responsible for a prepared different type of MIS report as per management requirements.
- Ensuring full utilization of company assets and keeping records of IT equipment.
- Communication with the vendor as required: taking good updates on project progress tickets. Proper documentation and tasks

3. Executive (IT) (1.3 yrs)

(17 Sep 2019 - 31 Dec 2020)

APS Group

Area of Expertise: ERP Implementation (1.3 yrs.)

4. Officer (IT) (2 yrs)

(1 Sep 2018 - 31 Aug 2020)

APS Group Area of Expertise: IT Support Service (1.9 yrs.)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bachelor of Science (BSc)	Computer Science & Engineering(CSE)	Premier University, Chittagong	CGPA:2.93 out of 4	2018	4 years
HSC	Science	Islamia Degree College	CGPA:3.1 out of 5	2013	2
SSC	Science	Agrabad Govt. Colony High School	CGPA:4.38 out of 5	2010	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
IT essentials	Windows System Administration, Virtualization & Cloud Computing, Linux Essentials, Application and Services, Networking Essentials	CSL training	Bangladesh	Dhaka	2022	3 Month
Computer hardware engineering	Computer Hardware & Software	National Youth Training Academy (NYTA)	Bangladesh	Dhaka	2022	3 Month
Web Design & development	HTML, CSS, SASS, Bootstrap 5, JavaScript,WordPress ,Elementor,WooCommerce & Shopify	Codemanbd	Bangladesh	Dhaka	2021	6 Month
Professional WordPress Development	HTML, CSS, Bootstrap, JavaScript ,jQuery, PSD TO HTML, WordPress)	Coders Foundation	Bangladesh	Dhaka	2019	3 Month
CCNA	Computer Networking	Premier University	Bangladesh	Chattogram	2018	6 Month
Web design	Create modern websites and web apps(HTML, CSS, Bootstrap, JavaScript ,jQuery)	BASIS Institute of Technology & Management (BITM)	Bangladesh	Chittagong	2017	3 Month

Professional Qualification:

Certification	Institute	Location	From	To
Certified Network Associate (MTCNA)	SASTech Limited	3rd Floor, Samir Tower, 308 New Elephant Rd	April 24, 2024	April 27, 2024

Career and Application Information:

Present Salary : Tk. 55000
Preferred Job Category : Engineer/Architect,Garments/ Textile,IT/Telecommunication
Preferred District : Dhaka
Preferred Organization Types : Telecommunication,Software Company,NGO,Multinational Companies,Garments,Hospital,Spinning

Skill:

Fields of Skill
<ul style="list-style-type: none">• HTML5 & CSS3• Network Administration• JavaScript• Computer Assembly and Configuration• Design database (RDBMS)• Oracle APEX• Oracle SOL and PLSQL• Mikrotik Administration• wordpress cms• Digital Marketing Content Writing

Personal Details:

Father's Name : Md Dulal
Mother's Name : Nargis Begum
Date of Birth : 8 Jun 1995
Gender : Male
Height (Meter) : 0.1447
Weight (Kg) : 68
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: Durgapur,P.O- Durgapur P.S-Durgapur Dist- Netrokona., Durgapur, Netrokona
Current Location : Dhaka
Blood Group : B+

Reference (s):

Name : Mr. Humayun Kabir
Organization : APS GROUP
Designation : Head Of (IT & MIS)
Primary Mobile No : +8801847-129593
Primary Email : kabir@aps-group.org
Relation : Professional