

Resume of Md Enamul Hassan Rasel

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Career objectives:

To work in a fast-paced prospective organization where I can invest my virtuosity and experiences to achieve organizational objectives and get conducive avenues to develop my technical skills and grow in a high-tech environment.

Professional Skill

- **Networks Configuration:** Switch, Routers, TCP/IP Sockets, LAN Technology, Fiber Optics Fundamental.
- **End user's and tech support:** Hardware Assembly, Maintenance, Peripherals, Printers, Drivers.
- **Operating Systems:** Windows servers, XP, 7, 8, 10, MAC OS
- **Communications and Operations:** Verbal and written communication skills, software training & implementation, Efficient multitasker, Quick learner.
- **Computer literacy:** MS Office (with 40pwm).

Employment History: Total 5.9 yrs.

IT Officer, DMFR Molecular Lab & Diagnostics Ltd.

(August 1, 2019 – Continuing)

Duties/Responsibilities

- Installed & configured computer hardware, software, network, printers & scanners.
- Configured and maintained CCTV, Attendance and Finger lock devices.
- Configured and maintained specially IP Telephone set.
- Maintained server room as well as switch, routers & Firewall.
- Ensured the LIS connection between Machine and computer for generate accurate patient's report.
- Looked after and maintained 150+ computer and networks.
- Responded in a timely manner to solve service issues and request
- Provided technical support across the company, helping 104 employees
- created 00+ new accounts using company provided software tools.
- provided support service for Microsoft related technologies
- Repaired and replaced equipment as necessary
- Checked and verified new technology to determine if it perfect or company needs.
- kept document and recorded all IT equipment and devices in designated management system.
- Flowed department Head instructions.

Computer Operator, Labaid Diagnostic Centre.

(September 1, 2017 – July 31, 2019)

Duties/Responsibilities

- Assembled and maintained all IT product and devices as per user requirements.
- Created all employee's individuals log in ID & Password for in software.
- Checked patient data.
- Configured and maintained LIS connection for ensuring accurate data pass into patient ID from machine
- Report entry of patient.
- Any kind of software support to user.
- Documented all IT related product and update in system.

Academic qualification:

- Bachelor of Science (BSc.) in **Computer Science & Engineering** from Institute of Science Trade & Technology, CGPA 2.76 out of 4, 2019.
- Higher Secondary Certificate in **Science** from Uttara Anwara Model Degree College, CGPA 3.21 out of 5, 2013.
- Secondary School Certificate in **Science** from Gohail Bari Z. M. High School, CGPA 4.38 out of 5, 2010.

Professional Training (Certification):

- LINUX Pathshala (2022): Cisco Certified Network Associate (CCNA)- Network Fundamentals, LAN Switching, Routing.
- ISO 15189 (2021-2022): Medical Laboratories- Requirements for quality and competence.
- PRISM Bangladesh (2019): Waste Management.
- Uttara IT Center (2012): Microsoft office.

Project

- **Bachelor's Project:** Hospital Management software.

Personal Details:

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|-----------------|--------------------------------|---------------|---|
| • Father's Name | : Md Motaleb Hossen | • Nationality | : Bangladeshi |
| • Mother's Name | : Zakia Begum | • National ID | : 3312808268 |
| • Date of birth | : 20 th April, 1995 | • Religion | : Islam |
| • Gender | : Male | • Address | : Vill. & P.O.: Mollahat, P.S.: Nalchity,
District: Jhalokati. |

References:

- **Md. Mamun Or Rashid**, Department Head of Computer Science & Engineering, Institute of Science Trade & Technology, Mobile: +8801717196665.
- **Md. Safayetur Rahman**, IT Manager, DMFR Molecular & Diagnostics Ltd. Mobile: +8801958316465.

I, herewith, acknowledge all the information given above is true and full of my sense I have put my signature below.



Md Enamul Hassan Rasel