



# RESUME

## OF

### Saiful Islam

#### Mailing Address

G-88/1,Chandra, Palli Biddut, Kaliakoir,Gazipur.

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#### Career Objective

Over 9 Years of Professional Experience in Networking, System Administration, CCTV, and IT Infrastructure Support.

#### Skills

- **Networking & Security**
  - CCNA Routing, Switching & Network Troubleshooting(Exam-Preparation running)
  - Mikrotik Advance routing(V7)OSPF,BGP,Firewall basics,Failover Using AD Value,VPN(L2tp,Sstp,pptp),Tunneling(Eoip,IPIP),nat,Queue,Firewall Filter,Dhcp Server
  - Fortinet Switch Configuration
  - TP-Link, Tenda, Netgear Router Configuration (AP & Routing Mode)
  - IP Phone & Analog Phone Setup & Maintenance
- **Active Directory & Domain Services (AD DS)**
  - Hands-on experience with **user, group, and OU management**, including Group Policy Configuration for access control and workstation policy enforcement.
  - Skilled in **shared folder/NTFS permission design**, drive mapping through GPO, and secure resource access structuring across departments.
  - Practical knowledge of **RODC deployment, replication, DFS Namespace**, and authentication concepts like Kerberos & user logon optimization.
- **Server & Operating Systems**
  - CentOS & Linux Administration
  - macOS Administration & Troubleshooting
  - Basic Scripting & Automation
  - Windows OS Administration, Quota & Command Line Management
  - Windows as a time server and Operating System Cloning
  - Windows Self Firewall Configuration for network Limiting
- **CCTV**
  - CCTV System Design, Installation & Troubleshooting
- **Database & Web Technologies**
  - PHP, MySQL, Bootstrap Web Development
- **Office Productivity**
  - Microsoft Office Suite (Word, Excel, PowerPoint, Access) – Advanced Level

## ***Job Experience***

**Total years of experience:9 years 7 Months.**

### **1.Promoted As Sr.Executive-IT(From 1<sup>st</sup> July 2021 to Till now)**

Organizaton Name	: Liberty knitwear ltd.(concern of Micro Fibre Group) Unit-2
Address	: Pallibidhut,Kaliakoir,Gazipur
Department	: IT
Designation	: Sr. Executive

#### **Responsibility:**

- Experience with various operating systems,Antivirus, Hardware, Web Design ,MYSQL Database, PHP & Email related issue & Working Experience with logic ERP Solution(Trouble shooting,Inventory,GatePass).
- Planning, designing, installing and configuring LAN/WAN protocols using UTP, Fiber Optics cables,Routers, other Networking devices.
- Dell Server EMCR740 Installing and Maintaining and Virtualization Machine Installing.
- In-depth knowledge of and troubleshooting experience with Windows 7,10,11 and Office applications (Outlook, Word, Excel, PowerPoint)
- IP Phone Configuration, Troubleshooting and Analog intercom network design also know very well.
- Practical Experience on Video Conferencing System.

### **2.Executive-IT(From 1<sup>st</sup> October 2018 to 30 June 2021)**

Organizaton Name	: Liberty knitwear ltd.(concern of Micro Fibre Group) Unit-2
Address	: Pallibidhut,Kaliakoir,Gazipur
Department	: IT
Designation	: Executive

#### **Responsibilitiy:**

- Installing, configuring and maintaining CCTV and Providing technical support to ensure smooth CCTV operations in the organization.
- Online Meeting Arrangement & Remote Collaboration (Zoom, Google Meet, MS Teams)
- Maintaining user accounts and permissions including file shares, remote connections, and Internet access.
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Monitoring and maintaining computer smooth network connection.
- Talking staff face-to-face or over the telephone, to help set up systems or resolve issues.
- Look after IT devices like Photocopier, Access Control system, Projector etc. of the company.
- Follows the proper procedure of Email backup, archiving.
- Providing support, including procedural documentation and relevant reports.
- Maintain printer, photocopier & consumption of toner cartridges.
- Strong knowledge about factory compliance.

### **3.Technical Assistant-IT(From 1<sup>st</sup> may 2016 to 30<sup>th</sup> September 2018)**

Organization Name	: SJR Communication Technology
Address	: 1 <sup>st</sup> lane,Arambag,Motijheel,Dhaka
Department	: Communication-IT
Designation	: Technical Assistant-IT

#### **Responsability:**

- Planning, designing, installing and configuring LAN/WAN protocols using UTP, Fiber Optics cables,Routers, other Networking devices.
- Monitoring and maintaining computer smooth network connection.
- Talking staff face-to-face or over the telephone, to help set up systems or resolve issues.
- Providing support, including procedural documentation and relevant reports.
- Maintain printer, photocopier & consumption of toner cartridges.
- Test and Evaluate new technology.
- To lead a team that is responsible for Network Services relevant activities.
- Planning, configuring and setting up CCTV, IP PABX and PA system Infrastructure.
- Multiple NVR system component rack construction and installation.

## Career Summary

### User inventory and FTP Server:

In my present job,I create myself a local web base local FTP Server using XAMPP.I can also configure IIS FTP SERVER.Using this server we can Read,Write,Delete User information from database.With this server we can manage our project user information(Only Desktop and laptop).

## Training And Technical Experience

Title	: Modern Web Design
Organization Name	: BITM
Duration	: 15 classes
Batch	: 6
Topics	: HTML5,CSS,CSS3,BOOTSTRAP 4.6
Title	: CCNA
Organization Name	: Telnet IT Institute(St ID:2261)
Duration	: 80 hours
Training on	: Networking, Routing, Switching, Security
Title	: MTCNA,MTCSE,MTCRE
Organization Name	: Udemy
Duration	: 8 hours
Training on	: Advance routing, Firewall basics, Failover, Vpn, Tunneling, Nat

## Educational Qualification

Name of Examination	Institute/University	Group/Subject	Passing Year	Result
BSc	Sonargoan University	EEE	2021	CGPA 3.47 (Out of 4.00)
Diploma	Dhaka Polytechnic Institute	Electronics	2017	CGPA 2.59 (Out of 4.00)
S.S.C	Khilgoan Govt. High School	Science	2013	GPA 4.88 (Out of 5.00)

## Personal Details

Name	: Saiful Islam
Father's Name	: Matiur Rahman
Mother's Name	: Rahima Khatun
Permanent Address	: Vill- Joka, Post : Varuakhali P.S & Dist: Jamalpur.
Date of Birth	: 04/04/1995
Gender	: Male
Nationality	: Bangladeshi (By Birth)
NID No.	: 7358334451
Blood Group	: A+ (positive)
Religion	: Islam
Marriage Status	: Married
Contact No.	: 01938248793

## **Official Training**

Training Title	Topic	Institute Name	Location	Trainer	Year	Duration
Official	Panasonic PABX System	SJR Communication Technology	179 Arambag,Dhaka	A.K. Rojibul Islam Titumir	2017	10 weeks
Official	Dahua Camera Operating System	System Telecare	3 <sup>rd</sup> floor BB National Stedium,Dhaka	Md. Jamil Mia	2018	5 weeks

## **Salary**

Current salary: 48000(Monthly)

Expected Salary: 60000(Monthly)

## **Language competence**

- Bengali (Excellent in Reading, Writing & Speaking)
- English (Excellent in Reading, Writing & Speaking)

## **Interpersonal skill**

- Ability to rapidly build relationship and set up trust.
- Confident and Determined.
- Ability to set up with different situations.
- Dedication in duties.
- Strong desire to be the best in my position.
- Enough stamina for hard working.
- Leadership ability in teamwork

## **Reference**

<u>Reference: 01</u>	<u>Reference: 02</u>
<p><b>Muhammad Sohel Rana</b></p> <p>Asst.Revenue(Inspector) Commissionerate,Chittagong. Mobile:01759-852717 Email: <a href="mailto:sohelranaamc85@gmail.com">sohelranaamc85@gmail.com</a></p>	<p><b>MD.Rasedul Islam</b></p> <p>Executive Implementation &amp; Customer Care Logic Software Ltd. (A Sister Concern of Asrotex Group) House #4-B, Road # 62, Gulshan-2, Dhaka - 1213 Contact No: +8801777279666 Mail: rasedul.payroll@outlook.com</p>

I certified that the above information is true, complete and correct to the best of my knowledge and belief.

Saiful

**Saiful Islam**

**Date :26-01-26**