

CURRICULUM VITEA

Sarif Mia

 **Address:**

House - 55, Road -04

Sector- 03, Uttara Dhaka, 1230

 **Phone:**

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 **Email:**

sarifmia.ofc@gmail.com



SUMMARY

IT Executive with over 3.5+ years of experience providing IT and Administrative support. As well as repair computer hardware, resolve network and software issues. Excellent analytical and problem-solving skills, able to identify and resolve technical challenges and ensure the effective delivery of IT solutions. Granted the opportunity, I will use these advantages to contribute to the success of the company.

SELF ASSESSMENT

- Sincere, Punctual and dutiful to work.
- Able to motivate and convince people.
- Working under pressure and achieving the target goal.

EXPERIENCE

Officer (Senior IT Executive) | Noize Jeans Ltd. March 2022 to Present..

- Upload products to our Ecommerce website. Optimize website in SEO.
- Repairing Computer Hardware and Diagnosing.
- Established centralized Network Printing facility to reduce printing costs.
- Dynamically ICT related support to all department in a factory.
- Database maintain in excel and software ,MySQL CPANEL Apache Server .
- Create E-mail ID & Configured in MS Office Outlook, Outlook Express etc.
- Assist other departments in troubleshooting problems/end-user support.

Assistant (IT Executive) | Ama Syntax Ltd. January 2020 to March 2022 .

- Software Implementation & Monitoring.
- Repairing Computer Hardware and Diagnosing.
- Established centralized Network Printing facility to reduce printing costs.
- Established LAN, Wireless LAN and smooth support for end users.
- Install, Support & Maintenance for CCTV.

EDUCATIONAL QUALIFICATION

Bachelor of Science in Computer Science and Engineering (CSE)

Institute : Uttara University (UU)

Passing Year : - Present -

Result :

Secondary School Certificate (S.S.C)

Group : Science

School : Sherpur Polytechnic Institute

Board : Dhaka

Passing Year : 2020

Result : 3.38 (Out of 4.00)

Secondary School Certificate (S.S.C)

Group Science
School Sreepur Kumaria High School
Board Dhaka
Passing Year 2016
Result 4.44 (Out of 5.00)



ADDITIONAL COURSES & CERTIFICATION

- ▣ Digital Marketing& Graphics Design | **Future IT language& Training Institute**
- ▣ Computer Hardware and Network Fundamentals | **Duet IT Solutions**
- ▣ Microtik & CCNA Basic fundamental | **IT Bangladesh**
- ▣ Microsoft Office Proggam | **MuktoPaath**
- ▣ HTML5, CSS3 & Bootstrap 4 For Web Development | **MuktoPaath**



SKILLS



LANGUAGE PROFICIENCY

Language	Reading	Writing	Speaking
Bangla	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■
English	■ ■ ■ ■ ■	■ ■ ■ ■ ■	■ ■ ■ ■ ■



PERSONAL INFORMATION

Name : Sarif Mia
Nick Name : Sarif
Father's Name : Abdul barek
Mother's Name : Romesa Begum
Date of Birth : 12th Sep 1998
Gender : Male
Nationality : Bangladeshi (By Birth)
Blood Group : A+ (A Positive)
Religious : Islam
Marital Status : Single
Permanent Address : Village : Fatepur Post Office : Sreepur
Upazilla : Jamalpur Sadar District : Jamalpur

I hereby declare that all the details mentioned above are in accordance with the truth and fact as per my knowledge and I hold the responsibility for the correctness of the above-mentioned particulars.

Signature

(Sarif Mia)