

Md Sharif Uddin

IT Specialist



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EDUCATION

BSC In CSE (4th Year Running)

Dhaka International University - DIU
2020 - 2024

Diploma In Computer Technolgy

Rangpur Polytechnic Institute, Rangpur
2015-2019

Secondary School Certificate (SSC)

Palshbari SM Pilot High School, Gaibandha
2013-2014

SKILLS

- MS Office Package
- Photoshop & Illustrator
- IT Support & Maintaince
- Basic Cyber Security & Networking

OBJECTIVE

Experienced and enthusiastic IT Professional with a proven track record as a Course Instructor in ICT. Specialized in imparting knowledge in MS Office, Photoshop, Illustrator, and programming. Seeking a fulfilling role to motivate and guide individuals in mastering crucial IT tools and skills.

WORK EXPERIENCE

Trainer (Training for Teacher's on ICT) Mar, 2023 - Aug, 2023

IBCX PRIMAX Software Bangladesh Ltd, Dhaka, Bangladesh

Conducted comprehensive ICT training for high school and college teachers. Designed modules on MS Office, cyber security, and basic networking. Led hands-on workshops to improve teaching methods, address cyber security, and establish networking skills. Provided ongoing support, evaluated effectiveness, and ensured continuous improvement.

Trainer (MS Office Application, IT Support) Jul, 2022, Jan, 2023

E-learning & Earning Ltd, Khaza IT Tower, Kallyanpur, Dhaka - 1207

Experienced Trainer in MS Office applications and IT support. Proven track record in engaging training sessions and comprehensive technical assistance. Skilled in curriculum development and passionate about empowering individuals for enhanced productivity in the digital workspace.

IT Executive & Customer Support (Remote Job) Jan, 2021 - Dec, 2022

NS Techvalley, Barcelona, Spain

Experienced IT professional with a proven track record in online technical support and customer service. Skilled in customer-centric troubleshooting of hardware, software, and network issues. Committed to delivering efficient solutions and enhancing user experience through remote and collaborative platforms.

WORK EXPERIENCE

MS Office With Photoshop & Illustrator Mar, 2013 - Aug, 2014

Tasnim Computer Training Center, A

As a dedicated trainee, I actively engaged in comprehensive training sessions focused on MS Office applications, Adobe Photoshop, and Illustrator. Throughout this period, I acquired valuable hands-on experience and essential skills in effectively utilizing these software tools. Through interactive workshops and guided learning, I honed my abilities in creating professional documents, presentations, spreadsheets, and graphics, establishing a solid foundation for future proficiency in office productivity and graphic design tasks.

DECLARATION

I hereby declare that the details mentioned above are in true to the best of my knowledge and hold the responsibility for the correctness of the above-mentioned particulars.

Sharif

Md Sharif Uddin

Date: Feb 21, 2024