

To whomsoever it may concern,

I am writing this letter in order to state that I am applying to the Graduate Assistantship post in response to your ad posted in the official website of your University. I am sending this letter along with the resume for your review.

I have completed my undergraduate degree in Bachelor of Technology from West Bengal University of Technology in Electronics and Communication and have pursued job in the field of Telecommunication.

I have worked in the Lions Club helping the persons in need and providing immunizations against various diseases and creating awareness for the same. I have taken a lead role in organizing fest in my college days.

I have worked as a network installation engineer in my tenure in the last company and the nature of work has provided me opportunities to work in extreme conditions and manage many problems instinctively.

I love helping people and being a resident student myself for four years in my undergrad has taught me a lot to deal with such kind of problems. Being inexperienced, I need a perfect path for starting with the new venture and there is no better option than applying in your reputed University.

I am very hard working and flexible. I will be really glad to join your institution as an assistant, so looking forward to meet you face to face to discuss more about the posts and the university norms and regulations. Thanking you in advance for considering my resume and cover letter.

Yours faithfully,

Julfikar Ali.



Julfikar Ali

Male, 22 Years – Kolkata

D.O.B – 27th March 1990

B.Tech (*Electronics & Communication Engineering*)

79/66A,G.C.Road. Titagarh, Kolkata-700119, West Bengal. INDIA

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OBJECTIVE:-

Seeking to obtain position as an Engineer in a respectable firm where I can fully utilize my talents, knowledge, experience, proficiency and excellent communication and inter-personal skills for the benefit of the firm.

EXPERIENCE:

Dec 2011 – March 2012.

PROFFESIONAL QUALIFICATION AND SKILLS:

1. **TVS-ICS, Bihar:** - From Dec 28th 2011 to 16th March 2012.

Operator: Vodafone, Uninor,BSNL,Idea Vendor: Ceragon Networks Pvt.Ltd.,ZTE.

Job Role:

Installation, Commissioning, Microwave linking and AT for CERAGON of IDEA & also worked as QUALITY ENGINEER for IDEA project and currently working as Network Engineer at back-end office.

SKILL SET:

1. Microwave link formation in existing and new sites.
2. Commissioning for formation of linking between two sites.
3. Optimize new sites.
4. Check the proper positions of microwave antenna and give links to the proper sites by proper planning.
5. Configuring switch and router.
6. Configuring IP addresses in IDUs(Input Device Unit).
7. Taking care of the systems.
8. Managing DHCP server.

9. Updating Virus definitions on the server, scanning and removal of viruses from Network.
 10. **Remote Desktop Management:** Configuration and troubleshooting using Remote Desktop and troubleshooting if not running between end to end users.
 11. **Network administration:** Configuring IP, sub-netting, checking statistics using TCP/IP utilities such as Ping, Tracert and basic troubleshooting.
 12. **Configuration and Troubleshooting of MS Outlook accounts.**
2. **CCNA (Cisco Certified Network Associate) Certified. CISCO ID is : CSCO12232277**

EDUCATIONAL QUALIFICATION:-

EDUCATION DETAILS	YEAR OF PASSING	BOARD	INSTITUTION	MARKS
B.TECH	2011	WBUT	MURSHIDABAD COLLEGE OF ENGINEERING AND TECHNOLOGY	7.23 (DGPA)
XII	2007	CBSE	BHOLANANDA NATIONAL VIDYALAYA	58.2%
X	2005	ICSE	ST.XAVIER'S INSTITUTION	68.6%

TRAINING AND PROJECT:-

TYPE	PLACE	DETAILS	TENURE
VOCATIONAL TRAINING	DVC,MAITHAN (Dhanbad) JHARKHAND	TRAINING ON VSAT,SCADA,TSG,COMMUNICATION, TSG,MGTS,CTC,PUBLIC RELATIONS	6 WEEKS
PROJECT	MCET,BERHAMPORE	FINAL YEAR PROJECT ON APPLIANCE TIMER.	1 YEAR
TRAINING	NIIT,KOLKATA	ICND1,ICND2,Networking	6 Month

PROJECT DETAILS :-

TITLE: - Design & Implementation of Timing controller for Industrial Application.

INSTRUCTOR: - Himangshu Kumar Das (HOD of ECE, MCET)

The basic principal of this project was to design a Timing Controller.

Objective was to design a circuit which will be useful for domestic as well as industrial applications. The circuit automatically turns the appliance on after a preset time and remains ON for a specific amount of time and then turns OFF without external triggering. This process repeat itself until the power is turned OFF. This timing controller saves time, energy and more efficient than manual control.

ABILITIES :-

PERSONAL SKILLS:

- Able to work in the team and on strict deadlines.
- Can cope up with a situation very easily.
- Excellent communication skills.
- Able to work independently and under pressure also.
- Willingness to learn.

LANGUAGES KNOWN:

- English: - Read, Write, Speak.
- Hindi: - Read, Write, Speak.
- Bengali: - Read, Write, Speak.

COMPUTER KNOWLEDGE:

- Documentation Tools: - MS OFFICE 2003 and MS OFFICE 2007.
- Operating System: - Windows XP, Windows 7.
- Other Skills: - Completed CCNA course, Photoshop.
- Subject of Interest: Computer Networking.

HOBBIES:-

Travelling, Listening music, Social networking, Playing Computer Games & Playing Guitar.

EXTRA CURRICULAR ACTIVITIES:

- Member of Lions Club
- Organizer of College fest
- Community services

ADDITIONAL ACHIEVEMENTS :-

Availed MERIT-CUM-MEANS scholarship from CENTRAL GOVT. OF INDIA.