**Moynul Khan**

Email – moynulkhan428@gmail.com

Mobile no:-+8801710528343

**CAREER OBJECTIVE**

To put my abilities and learning skills to best use and make my effective contribution to an organization for a bright and rewarding career.

**PROFESSIONAL EXPERIENCE**

**COMPANY PROFILE**

1. **PNG (BD) LTD**is a Garments company they are produce export quality cap.

Period: - **November 05, 2017 to Continuing .**

Designation:- **Assistant IT Officer.**

**CURRENT JOB DESCRIPTION:**

* Capable to configure router, file server.
* Ensure backup of ERP on a regular basis.
* Operation and Maintenance of LAN, Tally server and Mail Server and File server.
* Maintain users profile and shared level access to the network.
* Maintain network printers and all shared documents.
* Capable ERP based knowledge. 1944 (HRIS, Tally, Production Software , ZTCO Attendance)
* All Sorts of IT Procurement & Skilled on Microsoft Office (Word, Excel , Power Point , & Outlook )
* Maintain the Mikrotik router cisco switch and router.
* Ensure users ID and Password for the new users and integration with LAN.
* Operation and maintenance Of IT & Attendance Software Maintenance.
* Manage Security System alone with all DVR, NVR & CC camera IP based.

**PROFESSIONAL EXPERIENCE**

Organization: PNG (BD) LTD. (GARMENTS)

* Period: October-2017- Continuing (1 year)
* Designation: **Assistant IT Officer.**
* Department: IT Department.
* Range of Industries worked in **export quality Cap.**
* Prominent clients: Outdoor, 47 Brand American company, TOW.

Organization: DigiconTecnology (BPO)

* Period: July 3, 2016 – February 28 , 2017
* Designation: IT Officer
* Department: IT Department.
* Range Of Industries worked in call centre.
* Prominent clients: Grammenphone , Airtel.

Roles and responsibilities:

* + Router configuration, cisco switch support.
	+ WAN & LAN network maintain.
	+ IP camera Maintaining Network System.
	+ Scrutiny support.
	+ Everyday collect attendance in sever 2012.

**ACADEMICS**

* B.Sc.(Honours) in ETE from Southeast University(Dhaka)in February- 2016
* H.S.C From Sonar Bangla College (Comilla) in April-May- 2011
* S.S.C from JamidaMonsur Ali High School (Comilla) in February- March- 2009

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| **Training Summary:** |
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| **Training Title** | **Topic** | **Institute** | **Country** | **Location** | **Year** | **Duration** |
| Cisco Certify Networking Access.    | Routing and Switching Configure    | American International University (AIUB)    | Bangladesh    | Banani, Dhaka.    | 2016    | 6 Month    |
| Internship on Survey & Site Maintenance (BTS)    | Survey & Site Maintenance    | WELKIN Infra Telecom (BD) PVT. LTD    | Bangladesh    | Dhaka    | 2016    | 12 weeks    |
| Fundamental of Computer    | Microsoft Office, Photoshop, Internet Browsing and research, Networking (LAN).    | MEDS IT Development Ltd.    | Bangladesh    | PriyangonShopingCenter, 2nd Floor, Dhanmondi.    | 2012    | 6 Month    |

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**PERSONAL DETAILS**

Father’s Name Md. Anas Khan

Mother’s Name Monoara Begum

Date of Birth 01st December 1993

Marital Status Single

Gender Male

National ID No. 19932696406000920

Religion Islam

Permanent Address Vill: Nasirabad, P/s. Nobinagar, P/o. Nobinagar, Dist: B.Baria.

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 Languages known Bangla & English