

MD. ABDUL KADER

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Career Objectives:

Willing to build up career in a challenging position and to prove myself as a quick learner and highly energetic person to face any challenge in the Computer Technology sector where the contribution will be acknowledged resulting in a rewarding career in return.

Experience:

- **S. Ex. IT - Golden Basket Super Shop (Dec 2022-Present)**

My responsibilities are

1. Provide support to users for hardware and software issues.
2. Troubleshoot system issues and implement effective solutions.
3. Planning and implementing all online and offline Marketing and Branding for the Super Shop.
4. Supervise and maintain the organization's hardware, software, network, and systems.
5. Ensure uptime, performance, and availability of IT infrastructure.
6. Manage Servers, Workstations, All POS Pc and other IT assets.
7. Perform regular system updates, backups, and maintenance.
8. Implement and monitor security measures to protect data and systems.
9. Interact with external IT vendors and service providers.
10. Evaluate and manage contracts, pricing, and performance.
11. All IT Support for Super Shop System.
12. Website & Facebook Page Maintenance.
13. CCTV Camera Maintenance and Repair.
14. Write and post content for the Facebook page Golden Basket Super Shop.
15. Employee Database Maintain.
16. Conduct training sessions for staff on IT tools, cybersecurity best practices, and new software.
17. Prepare and present reports on IT performance, issues, and improvements.

- **Junior Officer (IT Department) – Mercantile Islami Life Insurance Limited (Feb 2020 – Nov 2022)**

My responsibilities were

1. Provide support to users for hardware and software issues.
2. Troubleshoot system issues and implement effective solutions.
3. Supervise and maintain the organization's hardware, software, network, and systems.
4. Manage Servers, Workstations and other IT assets.
5. Perform regular system updates, backups, and maintenance.
6. Interact with external IT vendors and service providers.
7. Conduct training sessions for staff on IT tools, cybersecurity best practices, and new software.
8. Prepare and present reports on IT performance, issues, and improvements.
9. CCTV Camera Maintenance and Repair.
10. IT Support for Insurance Management System

- **Planning & IE Officer – Tanzila Textile Group (Dec 2018 – Jan 2020)**

My Responsibilities were

1. Website Data Entry
2. Website maintenance
3. Factory Supervising

Educational Qualifications:

- **B.Sc. in CSE**

Name of the Institute	:	Northern University Bangladesh
Passing Year	:	2023
CGPA	:	3.45 (Scale of 4.00)

- **Diploma in Computer Engineering**

Name of the Institute	:	Pabna Polytechnic Institute.
Passing year	:	2016.
Result	:	CGPA- 3.36(Scale of 4.00)

- **Secondary School Certificate:**

Name of the Institute	:	Mathurapur Public High School,Thakurgaon.
Group	:	Science.
Passing year	:	2012.
Result	:	GPA- 4.44 (Scale of 5.00)

Computer Literacy:

- Handy experience in windows OS
- Basic Networking Knowledge
- Strong in MS Word & Excel
- Handy in Adobe Photoshop

Other Skills:

- Strong communication and interpersonal skills.
- Good analytical and problem-solving skills.
- Ability to cope up with different situation.
- Very good temperament and like to take challenge.
- Co-Operative & innovative.
- Capable of working in a team as well as independently.

Training:

- **Graphics Design (Genuity Training) 3 months**

During the training period I have developed UI design skill for logo, web & mobile app interface creation

Personal Information:

Father	:	Md. Amir Hasan Habib.
Mother	:	Jahanara Begum.
Nationality	:	Bangladeshi (by birth).
National ID No.	:	7356505540.
Religion	:	Islam.
Gender	:	Male.
Marital Status	:	Single.
Date of Birth	:	17-01-1997.
Blood Group	:	B+(Positive)

Declaration:

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge. I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.



Signature