



Kazi Md Arifur Rahman

IT Officer

Contact

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InterPersonal Skills

Documentation and Reporting



Risk mitigation planning



Quality assurance



Budget administration



Security planning



Requirements analysis



Infrastructure development



Supervision



Highly effective and efficient, I have been providing complete IT support to a single branch of Daffodil International University at Uttara Campus for over 3 years. Including these 3 years, I have almost 08+ years of expertise in computer hardware, software, networking, wireless networking, CCTV control, etc. I want to use all of my skills at Your University and want to learn from you as well.

Work History

2022-03-01

Assistant IT Officer

Present

Daffodil International University



102, Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207

Key IT Qualifications & Responsibilities

- Reviewed system and network performance to make proactive adjustments based on established IT policies.
- Maintained current software licenses and patched applications to stay up-to-date with latest features
- Managed network security and filtering settings.
- Worked with software development team on reported errors and bugs on newly released software and assisted in deployment of release fixes.
- Developed and tested new product offerings prior to release to assist development team in bug identification.
- Assessed system hardware and software and suggested modifications to reduce lag time and improve overall speed.
- Created support documentation that empowered and enabled user community to extend skills, leverage system features and find resolutions to questions without intervention from support team.

Key IT Achievements

- In Bangladesh, I have established the first university-focused IP TV (Campus TV) channel. Where, students of the Department of Journalism and Mass Communication can get training for the television journalism.
- At Daffodil University, I have built up an IoT-based announcer. All types of central notifications may published via this channel.
- I have established an IoT-based central control center to control electronics devices and trainedup a team for this system and made them skilled.

Equipments Maintenance & Repair

Excellent

Self Motivation / Professionalism

Excellent

Technical Skills

Windows

Excellent

Microsoft Office

Excellent

G-Suite

Excellent

Linux

Very Good

MacOS

Very Good

Web Server

Very Good

Email Server

Good

Google Cloud

Good

Google Play Console

Good

Google Developer Console

Good

Azure Cloud Service

Basic

Github

Basic

2013-09-01

2022-02-28



IT Assistant

Daffodil International University

102, Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207

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2011-03-01

2013-09-01



IT Attendant

Daffodil International University

102, Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207

Key IT Qualifications & Responsibilities

- Linked computers to network and peripheral equipment, including printers and scanners.
- Responded to support requests from end users and patiently walked individuals through basic troubleshooting tasks.
- Used diagnostic tools to identify hardware failures and replace non-functional components.
- Configured hardware, devices and software to set up work stations for employees.
- Diagnosed network problems involving combination of hardware, software, power and communications issues.
- Supported users in setup and configuration of wireless bridge networks.

References

**Dr. Sheikh Mohammad
Shafiqul Islam**

Chairperson
Department of Journalism and
Media Communication
Green University
Email: chairman@jmc.green.edu.bd
Mobile: +88 01704320110

Dr. Md. Nadir Bin Ali

Additional Registrar
Daffodil International University
Email: it@daffodilvarsity.edu.bd
Mobile: +88 01713493070

Kazi Md Arifur Rahman

2005-01-
2006-08

Secondary School Certificate: Science

Chandpur Polytechnic Institute - Chandpur

- Graduate with **4.00** GPA out of **5.00**.
- Awarded Science Project Exhibition
- Member of Bangladesh Rover Scout.

Certifications

2009⁰⁷⁻¹⁰

[Networking] Training - [Three Month]

2009⁰⁶⁻¹²

[Broadcasting] Training - [Six Month]

2022¹⁰⁻¹²

[Digital Marketing] Training - [Three Month]

2023⁰¹⁻⁰⁶

[Ethical Hacking-Phishing Attack] Training - [Three Month]

2023⁰¹⁻⁰²

[Computer Security and System Management] Training
[Two Month]

Workshops / Trainings

2011-05

Effective Workplace Behavior (1 Days)

2019-03

English and Business Communication (30 Days)

2017-06

Campus Network and Data Center Solution (3 Days)

2015-02

Bangladesh Summit-Featuring Google for Education
(1Days)

2013-07

Career with CISCO (1 Day)

Online Training

2020-06

Cyber Security Tools and Cyber Attacks (30 Days)

2020-06

Cyber Security and Internet of Things (30 Days)

2020-05

Google Cloud Platform Fundamentals (30 Days)

Other's Skills

Sound Engineering

Excellent

Videography

Very Good

Photography

Very Good

Live Streaming

Excellent

Video Editing

Very Good

Graphics Illustration

Good

Photo Editing

Very Good

Key IT Achievements

- This is the first time in Bangladesh I have successfully did live streamed on social media in 2013 whereeels officially facebook authority launced it in the year of 2015.
- At Daffodil International University, I was the first to establish a biometric attendance system.

2010-07-01 **Data Entry Operator**

2011-02-01 International Office Equipment's (IOE), Bangladesh Dhaka



Key IT Qualifications & Responsibilities

- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Scanned documents and saved in database to keep records of essential organizational information.
- Added documents to file records and created new records to support filing needs.
- Configured hardware, devices and software to set up work stations for employees.
- Entered data into Mobile Operator system according to formatting standards.
- Verified data files prior to entry to maintain high data accuracy.

Key IT Achievements

- This is where I first learnt how to operate in a large team.
- Maintaining documentation has taught me how to work.

Languages

English

Very Good

Bangla

Excellent

Hindi

Basic

Education

2017-01-2019-12 **Bachelor of Science: Computer Science and Engineering**

Daffodil International University - Dhaka

- Graduate with **2.91** GPA out of **4.00**.
- Member of Programing Club.
- Member of Robotic Club.
- Thesis: IP Television and Broadcasting System.
- Awarded Best Class CR.

2007-01-2010-12 **Diploma in Engineering: Electronics Technology**

Chandpur Polytechnic Institute - Chandpur

- Graduate with **2.75** GPA out of **4.00**.
- Professional development completed in Electronics Device and Circuit.
- Awarded " Contribution to Natural Development.
- Member of Bangladesh Rover Scout.
- Member of Cultural Club.