

## **RESUME**

### **ABDULLA AL MAMUN**

C/O: Md. Ruhul Amin

Village: Bishawnathpur, Post Office: Tentulia

Police Station: Kaligonj, District: Satkhira

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### **Career Objectives:**

Driven and experienced IT professional with a passion for providing exceptional customer support. Seeking a challenging role in a fast-paced, customer-centric environment where I can utilize my skills and experience to make a significant contribution to for the development of the organization and the employees. I am now looking for an opportunity to prove myself for my career and personal development within a dynamic environment.

### **Educational Qualifications**

	<b>Bachelor of Arts (BA) Honours</b>	:	
	Passing Year	:	2021
	Subject	:	English
	University	:	National University
	Institution	:	Govt. Sundarban Adarsha College, Khulna
	Result	:	CGPA 2.59 (Out of 4.00)
	<b>Higher Secondary Certificate (H.S.C):</b>		
	Passing Year	:	2015
	Group	:	Humanities
	Board	:	Jashore Board
	Institution	:	Kazi Alaaddin College
	Result	:	GPA 4.42 (Out of 5.00)
	<b>Secondary School Certificate (S.S.C)</b>	:	
	Passing Year	:	2013
	Group	:	Business Studies
	Board	:	Jashore Board
	Institution	:	Milani Secondary School
	Result	:	GPA 4.38 (Out of 5.00)

### **Training**

	<b>Computer Database Programming</b>		
	Duration	:	Six Months
	Year	:	2014
	Board/ University	:	Bangladesh Technical Education Board (BTEB)
	Institution	:	Satkhira Khan Computer Institute, Satkhira
	Topics	:	MS Word, MS Excel, MS PowerPoint, MS Access, Internet, Email, etc.
	<b>IT Support Technician (RPL Level 1 &amp; 2)</b>		
	Duration	:	Seven Days
	Year	:	2017(Level 1), 2018 (Level 2)
	Board/ University	:	Bangladesh Technical Education Board (BTEB)
	Institution	:	Sundarban Institute of Technology (SIT), Khulna
	Topics	:	OS (Windows, Linux), Hardware Assemble, Software Operation, etc.
	<b>Certificate in Big Data, Data Analytics &amp; Data Science</b>		
	Duration	:	Two Months
	Year	:	2022
	Board/ University	:	Skills for Employment Investment Program (SEIP)
	Institution	:	PONDIT, Dhaka
	Topics	:	Big Data, Data Analytics & Data Science



### Job Experience

1. Designation : **Support Engineer**  
Organization : Software Bazar Bangladesh  
Duration : From August 21, 2020 to April 3, 2024.  
Responsibility : System maintenance, Android Apps Development, Customer Support, etc.
2. Designation : **Computer Operator**  
Organization : New Shuchona Enterprise  
Duration : From December 1, 2016 to August 20, 2020  
Responsibility : Typing, Data Entry, Photo Editing, Internet related work, etc.
3. Designation : **Computer Operator & Computer Trainer**  
Organization : Village & Environment Development Organization (VEDO)  
Duration : From February 1, 2013 to November 25, 2016.  
Responsibility : Computer related all official work & Provide Training.

### Personal Information

- ❖ Name : Abdulla Al Mamun
- ❖ Father's Name : Md. Ruhul Amin
- ❖ Mother's Name : Hasina Begum
- ❖ Date of Birth : August 15, 1998
- ❖ Place of Birth : Satkhira.
- ❖ Nationality : Bangladeshi (By Birth)
- ❖ NID No : 6004781644
- ❖ Passport No : A04533204
- ❖ Gender : Male
- ❖ Blood Group : A<sup>+</sup>
- ❖ Religion : Islam
- ❖ Marital Status : Married
- ❖ Height : 5 Feet 8 Inch.
- ❖ Permanent Address : Bishawnathpur, Tentulia, Kaligonj, Satkhira.

### Language Proficiency

- ❖ Bengali : Fluent in all the four basic linguistic skills.
- ❖ English : Fluent in reading, writing and speaking Medium.

### Skills and Abilities

- ❖ Word Processing : I have excellent real working skill on MS Word, Google Docs and other word processing software. My typing speed 40-50 WPM both Bengali and English.
- ❖ Spreadsheet Analysis : I have good working skill on Spreadsheet Analysis software such as MS Excel, Google Sheet.
- ❖ Presentation : I have good working skill on presentation software such as MS PowerPoint, Canva, and so on.
- ❖ Graphic Design : I have good working skill on Graphic Design with Adobe Photoshop, Canva, and so on.
- ❖ Troubleshooting : I have excellent Troubleshooting Skills on Computer Software and Operating System.
- ❖ Driving Skill : I have legal driving license of Motorcycle and Car. I can ride bike and drive car.

### References

1)  
Name : **Abdus Salam**  
Designation : Upper Division Assistant  
Organization : Anti-Corruption Commission  
Contact : +880 1740 959041  
Relation : Uncle

2)  
Name : **Md. Al Mamun**  
Designation : Field Officer (FO)  
Organization : National Security Intelligence  
Contact : +880 1964 040271  
Relation : Friend

  
(Abdulla Al Mamun)  
Date: May 11, 2024.