

Shuntee Akter

Cell: 01949169975

Email: shuntee.akter@gmail.com

Address: House No: 16, Road No: 15 Sector: 12

Uttara



Career Objective -----

Seeking a challenging and stimulating suitable position in a reputed organization where I can learn and implement new things and can integrate my skills to add constructively to organization and myself.

Academic Career -----

Masters of Science in Computer Science (CS)

Jahangirnagar University

Major: Computer Science || Running

Bachelor of Science in Computer Science and Software Engineering (C.S.S.E)

American International University-Bangladesh

Major: Computer Science || Passing Year: 2017

Higher Secondary School Certificate (H.S.C)

Ghatail Cantonment College, Ghatail, Tangail

Group: Science || Passing Year: 2011

Secondary School Certificate (S.S.C)

Ghatail Cantonment Board High School,

Ghatail, Tangail

Group: Science || Passing Year: 2008

Technical Skills -----

Adobe Photoshop, Adobe Illustrator, HTML/HTML5, CSS/CSS3, Bootstrap, PHP, MySQL, Java Script, Word press

Network, Administration, Cisco Routers, Microsoft Office Suite, Active Directory, Troubleshooting, Customer Service, Microsoft Exchange.

Work Experience -----

Company: AtomAP Limited.
Position: IT Executive
Duration: 17th January 2017 to 30th May 2018.
Responsibilities:

1. Logging and processing support calls
2. Installing and configuring computer hardware, software, systems, networks, printers and scanners
3. Planning and undertaking scheduled maintenance upgrades
4. Setting up accounts for staff, ensuring that they know how to log in
5. Solving password problems
6. Supervising junior engineering and technical staff
7. Obtaining replacement or specialist components, fixtures or fittings
8. Checking computer equipment for electrical safety
9. Maintaining records of software licenses managing stocks of equipment, consumables and other supplies

Additional Qualities -----

- Fluent in English Communication.
- Able to work unsupervised
- Capable of learning fast with creativity.
- Outspoken, friendly, independent person who likes to make friend

Personal Information

Name : Shuntee Akter
Father's Name : Md.Suruzzaman
Mother's Name : Farida Begum
Date of Birth : 01-08-1993
Permanent Address : Vill: Katalsha, P.O- All-Amin Atim Khana, Thana- Jamalpur,
Dist: Jamalpur
Religion : Islam
Marital Status : Married
Nationality : Bangladeshi
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References

Name : **Hossain Bayzid Ashik**
Organization : Lecturer ,Computer Science
Designation : American International University-Bangladesh(AIUB)
Address : AIUB Campus
Mobile : 01557247866
E-Mail : bayzidashik@aiub.edu
Relation : Academic

Name : **MD. Manirul Islam**
Organization : American International University-Bangladesh(AIUB)
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