

## **AKRAM HOSSEN**

📍 House no:20,Block-B,Ward:8, Islamia School road,Khobaritech, ghulshan, Badda, Dhaka  
📞 01739392276, 01928762691, 01735940708  
✉️ akramhossen1417@gmail.com , akramhossen0614@gmail.com



### **Career Objective:**

Want to work in an organization with a decent working environment where I can show my full potentiality. Want to utilize the expertise that I have achieved so far and in a way that will help the organization to achieve its goals and objectives.

### **Career Summary:**

Solid knowledge in information system and communication network maintenance, installation, troubleshooting, administrative support, and user management. Highly effective team player, with proven success in quality control, customer service, technical support, and operations analysis.

### **Special Qualification:**

1.Excellent written and oral communication skills.2.Good teamworking skills.3.Analytical skills.4.Time management.5.The ability to keep detailed records.6.Good knowledge in MS Office (MS Word, Excel) and the use of the Internet.

### **Employment History:**

**Total Year of Experience:** 6.2 yrs

#### **1. Junior IT Officer & Lab Demonstrator. (1 yr)**

(2 May 2023 - Continuing)

#### **University of Information Technology & Sciences(UITS)**

Area of Expertise:

Computer and network administration (0.5 yr)

#### **Duties/Responsibilities:**

To oversee students carrying out such experiments, exercises etc and offer assistance as appropriate. To demonstrate use of practical equipment, conduct experiments, exercises, workshops and/or processes and to answer questions related to those demonstrations.

Installing and configuring computer hardware, software, systems, networks, printers and scanners. Monitoring and maintaining computer systems and networks. Responding in a timely manner to service issues and requests. Providing technical support across the University.

#### **2. Lecturer of ICT. (1.2 yrs)**

(1 Feb 2020 - 1 Mar 2021)

**Uttar badda Islamia Kamil Madrasa**

Area of Expertise:  
teaching and training (1.1 yrs)

Duties/Responsibilities:  
Teaching.

**3. Online Executive Officer. (2.5 yrs)**

(14 Feb 2016 - 31 Jul 2018)

**Signature Collection BD**

Area of Expertise:  
Troubleshoot hardware and software. (2.4 yrs)

Duties/Responsibilities:  
Manage all IT related issue.

**4. System Engineer (1.7 yrs)**

(16 Jun 2015 - 1 Jan 2017)

**Friends Computers Limited**

Area of Expertise:  
IT Support Service (1.5 yrs)

Duties/Responsibilities:  
IT support and troubleshooting

**5. Junior Instructor (1.1 yrs)**

(1 Jan 2014 - 3 Jan 2015)

**Mymensingh institute of mordern technology(MIMT)**

Area of Expertise:  
teaching and training (1.0 yr)

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor in Engineering (BEgg)	Computer Science & Engineering	University of Information Technology & Science	CGPA:3.51 out of 4	2020	2016	2020
Diploma in Computer	Computer Science	Habiganj Polytecnic Instiute, Gupaya , Habiganj	CGPA:3.8 out of 4	2013	4 Years	2013

SSC	Science	Maddhapara High school	CGPA:4.19 out of 5	2009	10 Years	2009
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### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Responsive Web Design	Responsive Web Design	Codertrust Bangladesh Ltd.	Bangladesh	Banani,Dhaka	2023	4 months
Dynamic Web site design and development	Website Design and Development	US software Limited	Bangladesh	Panthopoth,Dhaka	2013	6 month

### **Professional Qualification:**

Certification	Institute	Location	From	To
Responsive Web Design	Codertrust Bangladesh Ltd.	Banani,Dhaka	April 1, 2023	July 27, 2023

### **Career and Application Information:**

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 22000
Expected Salary	: Tk. 30000
Preferred Job Category	: IT/Telecommunication
Preferred District	: Dhaka
Preferred Organization Types	: IT Enabled Service

### **Skill:**

Fields of Skill
<ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office</li> <li>• Language skills both in Bengali and English.</li> <li>• WordPress theme development and customization</li> <li>• troubleshooting skills</li> <li>• Record keeping and data management</li> <li>• CCTV Maintaining</li> <li>• on page and off page SEO</li> <li>• Technical SEO</li> <li>• Elementor Pro</li> <li>• Social Media Marketing</li> <li>• WordPress Theme Customization</li> <li>• Digital Marketing Strategist</li> <li>• SEO Expert</li> </ul>

### **Accomplishment:**

Projects

1. Brothers IT service web site design

Issued On: 12/1/2023

URL: [www.brothersit-bd.com](http://www.brothersit-bd.com)

Brothers IT is a Bangladesh-based technology company that offers a wide range of services to cater to the diverse needs of its clients. With a focus on delivering innovative and reliable solution

2. Grandeur Coffee Roasters

Issued On: 1/28/2024

URL: [www.granduercoffeeroasters.com](http://www.granduercoffeeroasters.com)

It\'s a coffee shop web site

**Language Proficiency:**

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	Medium	Medium

**Personal Details :**

Father's Name : Reaz uddin  
Mother's Name : Rina Akter  
Date of Birth : 31 Dec 1993  
Gender : Male  
Height (Meter) : 5.6  
Weight (Kg) : 62  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Paria para,kaladia,pakundia,Kishoregonj, Pakundia, Pakundia, Kishoreganj 2326  
Current Location : Dhaka  
Blood Group : O+

**Reference (s):**

Name : AL imtiaz  
Organization : UITS  
Designation : Faculty Head of CSE  
Primary Mobile No : 01715135517  
Primary Email : [al.imtiaz@uits.edu.bd](mailto:al.imtiaz@uits.edu.bd)  
Relation : Others