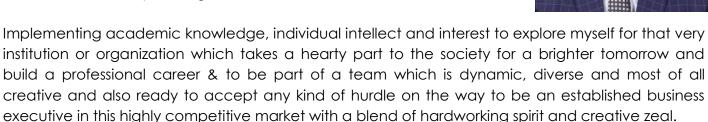# Md. Musa Kalim

Address : K. J Malibag Tower

198 & 222/1, Malibagh Bazar Road, Dhaka-1217, Bangladesh

Mobile : +880 1757-107736, +880 1521-560186
E-mail : musa.shopnil27@gmail.com

Implementing academic knowledge, individual intellect and interest to explore myself for that very institution or organization which takes a hearty part to the society for a brighter tomorrow and build a professional career & to be part of a team which is dynamic, diverse and most of all creative and also ready to accept any kind of hurdle on the way to be an established business executive in this highly competitive market with a blend of hardworking spirit and creative zeal.

💼 Work History

2021-Mar - Current

Operation Assistant
IT Division
DHAKA BANK LIMITED

- DC-DR-FDR, ATM, Head Office, Branch Passive Infrastructure & Hardware Operations.
- Server & Storage Support.
- Centralized CCTV & IP-PABX Monitoring.
- DC-DR Inventory Management System Monitoring & Support.

2019-Jul - 2021-Feb

Junior System Analyst
IT & MIS
AMTRANET GROUP

- Performed system analysis, documentation, testing, implementation and user support for platform transitions.
- Collaborated with IT department on operational support tasks to model importance of group goals.
- Identified computer hardware and network system issues, performing troubleshooting techniques for remediation.
- Delivered in-depth training to users for ERP Software and Money Requisition Tracker, imparting knowledge of best practices for protecting data and minimizing errors.

2019-Jan - 2019-Jul

Data Analyst
TASKEATER

- Organized, sorted and checked every type of input data against original documents.
- Corrected any data entry error to prevent later issues such as duplication or data degradation.

Education

2022-Mar - Current	**Master of Science (MSc): Information Technology (IT)** Jahangirnagar University • Enrolled
2014-Aug - 2019-May	**Bachelor of Science (BSc): Computer Science & Engineering (CSE)** American International University-Bangladesh (AIUB) • Graduated with 3.11 CGPA
2012-Jul - 2014-Aug	**Higher Secondary Certificate (HSC): Science** Govt. Science College • Graduated with 4.30 GPA
2002-Jan - 2012-May	**Secondary School Certificate (SSC): Science** Motijheel Govt. Boys' High School • Graduated with 5.00 GPA

Certifications

- ❖ Project Management Essentials Certified (PMEC)™ (*Certification Number: 298957977)*
  Management & Strategy Institute
- ❖ NSE 2 Network Security Associate (*Certification Number: LPSvFx3tFV)*
  FORTINET NSE Institute
- ❖ NSE 1 Network Security Associate (*Certification Number: 8sTlfYLM0x)*
  FORTINET NSE Institute
- ❖ IT Essentials: PC Hardware and Software
  Cisco Networking Academy

Training Courses

- ❖ Project Management Updated: PMBOK7
  Charles Sturt University
- ❖ CCNA R&S: Introduction to Networks
  Cisco Networking Academy
- ❖ CCNA R&S: Routing and Switching Essentials
  Cisco Networking Academy
- ❖ CCNA R&S: Scaling Networks
  Cisco Networking Academy
- ❖ CCNA R&S: Connecting Networks
  Cisco Networking Academy

Key Skills & Competencies

- OEM & Local Partner Management
- Experience in the banking related software, hardware and policy
- Able to assist and instruct
- Ability to maintain passive infrastructure security issue

- Positive attitude and focus
- Believe in "Change Management"

Projects

- Centralized CCTV System Project of Dhaka Bank Limited
- IP Telephony Solution including Mobile Apps Project of Dhaka Bank Limited

Extracurricular Activities

- Associate Member of The Institution of Engineers, Bangladesh (IEB)
- Associate Member of Bangladesh Computer Society (BCS)
- Former Finance Secretary of Govt. Science College Cultural Club (GSCCC)
- Worked as a volunteer at Bangladesh Red Crescent Society Youth-MGBHS Unit

References

Zakaria Rabbi Toha
Senior Principal Officer
Information Technology Division
Dhaka Bank Limited
Mobile: +880 1911-935947
Email: zakaria.rabbi@dhakabank.com.bd

Mohammed Nazim Uddin
Managing Director and CEO
Leading Edge Technology
Mobile: +880 1819-379105
Email: nazim@leadingedge.net.bd