

CURRICULUM-VITAE
OF
Mohammad Aminur Rahman
Cell Phone: +88 01713 06 78 68
E-mail: aminur.rahman@du.ac.bd

Office Address:

Office of the Institute of Health Economics
4th Floor, Arts Building
University of Dhaka
Dhaka 1000, Bangladesh.

Residence :

House # 531, South Munshihati,
Ashrafabad, Kamrangirchar, Dhaka.

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learning's, knowledge, and skills. Desirous of an IT Service Management role in a challenging workplace that welcomes innovative ideas and offers growth opportunities and positive environment for accomplishing projects.

EMPLOYMENT RECORD IN UNIVERSITY OF DHAKA

Employed As	Office	Responsibilities	Tenure
Technical Officer (Computer)	Dean of Social Sciences	Conduct Dhaka University Gha unit Admission Test , Article publications of teachers and computer lab.	11.10.04 – 07.08.05
Junior Computer Operation Officer	Dean of Social Sciences	Conduct Dhaka University Gha unit Admission Test , Article publications of teachers and computer lab.	08.08.05 – 13.06.09
Junior Computer Operation Officer	Office of the Pro Vice Chancellor	Advertisement file, Restructuring file, follow to the order of selection committee meeting and DU website manage.	08.03.09 – 13.06.09
Section Officer (Computer)	Office of the Pro Vice Chancellor	Advertisement file, Restructuring file, follow to the order of selection committee meeting and DU website manage.	14.06.09 – 04.09.12 (31.10.12)
Section Officer (Computer)	Institute of Health Economics	1 st year admission.	01.11.12 – 07.06.14
Senior Administrative Officer (Computer) (Grade-5)	Institute of Health Economics	1 st year admission. Third year admission	08.06.14 – to date

RECENT WORKING RESPONSIBILITY IN INSTITUTE OF HEALTH ECONOMICS

- First year admission
- First year re-admission
- Third year admission
- Third year re- admission
- Master course admission
- Maintenance of electronics resources.
- Internet connection maintenance
- To follow the instructions of Hon'ble Director
- First year examinations
- Third year examinations
- Full-time online communication with course students
- Master course examinations
- Website management
- Conduct computer lab of the institute

COMPUTER SKILL

- Operating system : Windows 98, XP, 7, 8, 10
- Application Package : Ms-Word, Ms- Excel, Ms- Access, Ms- Power Point, Ms-Dos. Q-Basic, Visual Basic Programming.
- Graphics Design : Adobe Photoshop7.0, CS, CS-6, CorelDRAW-9, 10, Illustrator- 8, 10
- Hardware : Hardware Maintenance & Trouble Shouting, Replacing
- Internet : Internet & E-mail, Project work, CD Writing
- WordPress : WordPress software controlling by two years in recent office.

COMPUTER TRAINING INSTITUTE

- SAGOR COMPUTER SYSTEMS, 19 Nilkhet Market, Dhaka 1 Year
- BEACON ACADEMY, 27 Mirpur Road, Dhaka 1 Year
- NATIONAL YOUTH DEVELOPMENT TRAINING INSTITUTE, Azimpur, Dhaka 1 Year
- A. H. Computers, 39 C Block, Bakusha Market, Nilkhet, Dhaka 7 Years

WORKING SKILL IN COMPUTER

- I worked as a Computer Operator and Data Analysist in A.H. Computers, 39 Bakusha Market, Nilkhet for 3 years.
- I worked as Graphics Designer in Digit4, 147/c for 3 year.

ACADEMIC QUALIFICATIONS

- **Higher Diploma in Computer Science & Engineering**
 - Institution : National Youth Development Training Institute.
 - University : Government of Bangladesh
- **Bachelor of Commerce (B.Com)**
 - Institution : Kabi Nazrul Govt. College, Dhaka.
 - University : National University
- **Diploma In Commerce (HSC)**
 - Institution : Dhaka Govt. Commercial Institute
 - Board : Dhaka
- **Secondary School Certificate (SSC)**
 - Board : Dhaka

LINGUISTIC SKILL

- ▣ Good command over English & Bengali in reading, writing, Listening & speaking.

STRENGTH & CAPABILITIES

- ▣ Confident enough to carry out duties with minimum instruction.
- ▣ Able to work under challenging environment
- ▣ Sincere and eager to learn
- ▣ Willing to work in team
- ▣ Ability to motivate people
- ▣ Good managerial and leadership skill
- ▣ Familiarity with information & communication technologies

PERSONAL PROFILE

▣ Name	:	Mohammad Aminur Rahman
▣ Father's Name	:	Md. Golam Rahman
▣ Mother's Name	:	Anowara Begum
▣ Date of Birth	:	19 November, 1978
▣ Sex	:	Male
▣ Nationality	:	Bangladeshi (By birth)
▣ Religion	:	Islam
▣ Blood Group	:	O+
▣ Height	:	5'5"
▣ Smart Card	:	371 202 4755

REFERENCE

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| ◆ Professor Dr. Harun or Rashid
Vice Chancellor
National University
Gazipur. | ◆ Professor Dr. Mashiur Rahman
Pro-Vice Chancellor
National University
Gazipur. |
| ◆ Professor Dr. Sushil Ranjan Howlader
Institute of Health Economics
University of Dhaka
Dhaka. | ◆ Professor Dr. Nasrin Sultana
Institute of Health Economics
University of Dhaka
Dhaka. |
| ◆ Dr: Rafia Rahman
Institute of Health Economics
University of Dhaka
Dhaka. | ◆ Mr. Probir Kumar Sarker
Secretary to the Vice Chancellor
University of Dhaka
Dhaka. |

DECLARATION

I do hereby declare that the above information is true and correct to the best of my knowledge.

Signature:

(Mohammad Aminur Rahman)