

Md. Rashed Miah

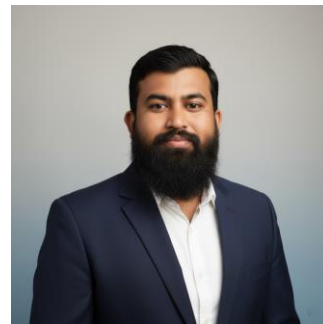
IT Support/ Graphics Designer /Virtual Assistance

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Section-12, Pallabi, Dhaka, Bangladesh



Objective

A dedicated and skilled IT Executive and Graphic Designer seeking a position in a reputed organization to utilize my expertise in IT support, graphic design, and network management. I aim to contribute effectively to the team while continuing to grow professionally.

Education Qualification

Bachelor of Computer Science and Engineering (CSE)

January 2022 – August 2026

The People's University of Bangladesh, Dhaka.

10th Semester (running)

22559202068 (59D Batch)

Bachelor of Arts (BA/BSS)

Year-2021

Govt. Bangabandhu College

Group: Arts

Higher Secondary School Certificate (HSC)

Year-2012

Govt. Bangabandhu College

Group: Science

Secondary School Certificate (SSC)

Year-2006

Begum Hasiba High School

Group: Science

GPA: 3.44

Professional Experience

1. Executive IT (Part-Time) | Texzam International Ltd. | 2012 - 2021

- Managed Mikrotik routing, networking, web design, and cloud backup support.
- Operated Tally software for accounting and provided design support.

2. Graphics Designer | RP Tech Bangladesh | 2015 - Present

- Designed garment printing materials including care labels, hangtags, price stickers, and more.
- Created business cards, posters, banners, catalogs, and other graphic design materials.

3. Graphics Designer (Part-Time) | Moon Power Engineering | 2012 - 2018

- Managed daily procurement operations including vendor communication, quotation submission, E-GP Tender submission and purchase order issuance.
- Handled official correspondence through email and prepared professional letters in both Bangla and English.
- Prepared and issued challans and invoices accurately and on time.
- Coordinated with suppliers to ensure timely delivery of goods and services.
- Created and maintained procurement records for smooth workflow and reporting.
- Performed basic graphic tasks using Adobe Photoshop for document and presentation purposes.

4. Executive IT | Newtech Bangladesh Ltd. | 2008 - 2012

- Handled IT support, including hardware troubleshooting, OS installation, and networking.
- Maintained and configured LAN/WAN/WiFi setups and provided support for networking issues.

Skills

- **Graphic Design:** Adobe Illustrator, Adobe Photoshop, Adobe XD
- **Web Design:** HTML, CSS, basic JavaScript, PHP, MySQL Database, Wordpress.
- **Networking:** Cisco Switch & Mikrotik, Wi-Fi Router Configuration, LAN/WAN/WiFi setup.
- **Data Entry & IT Support:** Microsoft Office Suite, Tally Software, AutoCAD 2018, Hardware & Software Troubleshooting.
- **Video Editing:** Video production using Camtasia, basic video editing in Adobe Premiere Pro.

Certifications

- **CCNA (Network & Routing):** Bangladesh University of Engineering and Technology (BUET), December 28, 2022
- **Graphics Design (Level II & III):** Bangladesh-Korea Technical Training Center, RISDA Institute of Technology, February 10, 2023
- **Google Cybersecurity** - Coursera, August 26, 2023
- **Business Analyst and Project Manager Collaboration** - LinkedIn Learning, August 22, 2023
- **Microsoft Azure Fundamentals:** ICT Division, Bangladesh Hi-Tech Park Authority, February 13, 2022
- **Google Analytics, Digital Marketing, Facebook Marketing:** ICT Division, a2i Programme, 10 Minute School, February 13, 2022
- **Digital Security Essentials:** ICT Division, Digital Security Agency, February 13, 2022
- **Typing Test**-Goden Certificate Awarded, Ratatype, September 22, 2022

Remote IT & Graphic Design Support Specialist

Provide remote support to multiple clients, resolving technical networking issues, managing email backups, troubleshooting websites and databases, handling graphic design tasks, and delivering efficient IT solutions.

Personal Pronouns:

- ✓ Father's Name : Md. Jabid Ali
- ✓ Mother's Name : Roushanara Begum
- ✓ Date of Birth : August 15, 1990
- ✓ Nationality : Bangladeshi
- ✓ Passport No. : B00692718
- ✓ Religion : Islam

References

- **Md. Moniruzzaman**
Proprietor
AcDc Engineering
- **Md. Syful Alam**
AGM (HR & Admin)
Doreen Power Ltd.