

# A S M MOSTAFA RAFID

Doha, Qatar



[asmmostafarafid@gmail.com](mailto:asmmostafarafid@gmail.com)

+974 66596057, 71657147

---

## Career Goal

To work in a growing company where I can contribute my services to meet the objective of an organization with my hard work, skills and knowledge and to achieve the personal goal with organization's goal.

## Work Experience

### **KY Two Tone Steel Sales Center (KDS) Group ,Bangladesh.**

#### **Jr. Executive (Cash) – April 2024 to November 2024**

- ✓ Receiving payments from customer for goods sold.
- ✓ Process customer payments cash, card accurately.
- ✓ Generate invoices, bills, and receipts using POS or billing software.
- ✓ Prepare and submit daily cash collection reports to accounts or management.
- ✓ Recording daily transactions using customized software
- ✓ Hand over collected cash and documents to the accounts department.
- ✓ Operate billing software or ERP systems.
- ✓ Ensure backup of billing data.

### **KYCR Coil Industries Limited – Chittagong,Bangladesh.**

#### **IT Technical Support Engineer – January 2022 to February 2024**

- ✓ Troubleshooting / coordinating for Technical issues related to desktop, Laptops and Servers.
- ✓ Supporting around 150 employees.
- ✓ Install, upgrade, support and troubleshoot , Windows 10, Windows 7 Pro and Microsoft Office 365 and any other authorized desktop applications.
- ✓ Provide technical assistance for day to day operations.
- ✓ Monitoring the server logs, escalate for alerts.
- ✓ Installation and upgrade of Hardware and Software.
- ✓ Providing support to end users for their technical issues.
- ✓ Installation of systems updates and router configuration.
- ✓ Preparing monthly & weekly reports to the Higher Management.
- ✓ Responsible for carrying out and lead the review and design of CCTV System.
- ✓ Data Protection and maintenance of healthy networks using different backup and Recovery Strategies and Automated System Recovery Disk.
- ✓ Management of Desktops, Laptops, Mobile, Server and Network devices (Switches, Routers & Physical Servers), Headset,

## Skills

- ❖ CCNA – Cisco Network (Routing & Switching).
- ❖ CCNP - OSPF, EIGRP, BGP, Spanning-Tree Protocol (STP), and VLANs.
- ❖ Microsoft Office Application (Office365,Sharepoint).
- ❖ **Typing Speed:** Advanced 65 WPM with 95% accuracy.

## Additional Course

- CCNA (Training) – Atova Technology.
- MTCNA(Training) – Atova Technology.

## Education Qalification

- **Diploma Engineering** in Computer Technology from Bangladesh Technical Education Board, Dhaka, Bangladesh -**2022**.
- **HSC** from Board of Bangladesh Open University (**BOU**) Dhaka, Bangladesh – 2023
- **SSC** from Board of Intermediate & Secondary Education Chittagong, Bangladesh – **2017**.

## Language

- ❖ English (Excellent).
- ❖ Hindi (Excellent).
- ❖ Bangali (Native).

## Personal Details

- Name : A.S.M Mostafa Rafid
- Sex : Male
- Nationality : Bangladeshi
- Date of Birth : 15<sup>th</sup> October 1999
- Passport Number : A07441562 (Expiry 2033)
- QID No : 29905012018
- Visa Status : Immediately Transfer the Visa.

## Declaration

I hereby declare that the information stated above is true to my knowledge and I will be responsible for any wrong information.

---

(A.S.M Mostafa Rafid)

