**Resume**

Present Address :

**Upazila Nirbahi Officer**

Trishal, Mymensing, Bangladesh

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**Md Mahbub Hasan Shahin**

**ID: 15237**

Upazila Nirbahi Officer

Trishal, Mymensing

**Email**: [mahbub.shahin@gmail.com](mailto:mahbub.shahin@gmail.com),  **Skype**: shahin\_mahbub

**Objective**: Seeking ICT related job to where I can perform my best utilizing potential skill and profesionalism.

**SUMMARY**

* Monitoring, facilitating and participating e-government promotion
* Working as a network administrator
* Skills in Microsoft SQL Database
* Having training on MySQL Database Design, Construction, back up and recovery
* Data analysis, Data ware house and Data Mining
* Application of Adobe products such as Dreamweaver, Photoshop, Flash
* Programing experience in C, C++ and Java and Java Script
* Experience in web designing & development using html, xhtml, Javascript and Joomla
* Extensive experience in MS Office products like MS Word, Excele, Powerpoint, Access etc.
* Working experience as anAdministrator and Judicial Service
* Experience in Teaching
* Working in a groups as a coordinator in various development projects

**EDUCATION:**

[*Easter Michigan University*](http://www.emich.edu/), Ypsilanti, MI, USA

**Ph D**  Ongoing GPA: 3.56/4.0

Information Assurance

[*University of Detroit Mercy*](http://www.udmercy.edu/), Detroit, MI, USA

**Masters of Science in Computer Science** May 2008 GPA: 3.33/4.0

Software Engineering Concentration

[*Bangladesh University of Engineering and Technology*](http://www.buet.ac.bd/), Dhaka, Bangladesh

**M. Phil** Dec 2001 GPA: 3.25/4.0

Organic Chemistry

[University of Chittagong](http://www.cu.ac.bd/), Chittagong, Bangladesh

**Masters of Science with Honors** September 1998 1st Class 4th

Chemistry major; Math and Physics Minor

**PROFESSIONAL EXPERIENCE**

**Upazila Nirbahi Officer** November 2014- Ongoing

Trishal, Mymensing, Bangladesh

* Working as a Chief Executive Officer in a Upazila (Sub district)
* Coordinate all developmental activites for GoB and other fund
* Manager of Human resource department
* Manage law and order
* Active participation in Local Governement

**Upazila Nirbahi Officer** November 2013- November 2014

[Charbhadrasan](http://www.charbhadrasan.faridpur.gov.bd/), Faridpur, Bangladesh

* Working as a Chief Executive Officer in a Upazila (Sub district)
* Coordinate all developmental activites for GoB and other fund
* Manager of Human resource department
* Manage law and order
* Active participation in Local Governement

**Senior Assistant Secretary** January 2013- September 2013

[Ministry of Information and Communication Technology](http://www.ictd.gov.bd/), Agargaon, Dhaka.

* Responsible to Develope e-Commerce sector from government
* Managing and updating the ministry website
* In- Charge of the National Data Center
* Coodinating inter-ministerial meetings

**Assistant Secretary** August 2012- January 2013

[Ministry of Public Administration](http://www.mopa.gov.bd/), Bangladesh Secretariat, Dhaka.

* Participant of the Japan International Cooperation Agency (JICA) on E-Government and Database Management System -a five month long course.

**Assistant Secretary** January 2012- August 2012

[Ministry of Information and Communication Technology](http://www.ictd.gov.bd/), Agargaon, Dhaka.

* Responsible for ICT Sections
* Worked as an Assistant Secretary for the Admin-2 and Budget Section
* Managing and updating the ministry website
* Designed and implemented the ministry network
* Coodinating inter-ministerial meetings

**Network Administrator** January 2010-November 2011

[Helping Hand for Relief and Development](http://hhrd.org/), Detroit, MI.

* Configured and Managed Office network
* Designing, Developing and Implement SharePoint server.
* Designing the Donations Receipts and various other reports for the management.
* Taking care of network, upgrade, backup and repair
* Managing UNIX, Microsoft Server 2003 and 2008.
* Recovering the Data from corrupted system
* Migration the data to SQL
* Configuring various technological equipment and virtual and physical environment of telecommunication
* Coordinate various international meetings

**Technology Teacher/ Network Administrator** January 2009-June 2010

[Frontier International Academy](http://www.frontier-academy.net/), Hamtramck, MI.

* Prepared lesson plans and instructed computer Science to the High school level Students
* Worked as a Network Administrator.
* Arranged co-curricular activities among the students
* Preparing various data entry forms for the office staff on office network.
* Designing the email server

**Paraprofessional**

August2007-May2008

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[Bridge Academy](http://bridge-academy.org/), Hamtramck, MI.

* Assisted teacher to making lesson plans and tutored the weak students
* Prepared School Database.
* Designed Computer Aided Lessons.

**Lab Assistant** September 2007-May 2008

[Department of Civil Engineering and Environment](http://www.udmercy.edu/), UDM, Detroit, MI.

* Collected and analyzed data from GPS and Vehicle
* Prepared map
* All other jobs assigned by Professor

**Lecturer** August 2001-December 2006

[Rangpur Cadet College](http://en.wikipedia.org/wiki/Rangpur_Cadet_College), Rangpur, Bangladesh.

* Educated Chemistry in High School level.
* Performed co-curricular activities like sports and cultural activity.
* Worked as student Dormitory Administrator.

**Teaching Assistant** December 1998-May 2001

[Bangladesh University of Engineering and Technology](http://www.buet.ac.bd/), Dhaka, Bangladesh

* Assisted Professor for practical and conducting tests.
* Instructed students in chemistry lab
* Tutored students for their chemistry classes.

**PROFESSIONAL TRAINING**

* 51st Law and Administration Training, Savar, Dhaka
* 35th Foundation and Training Course, Shahbag, Dhaka
* Survey and Settlement Training, Gazipur, Dhaka
* e-File management Training, Bangladesh Secretariate, Dhaka
* Training on e-Government Promotion, Okinawa, Japan

**CLASS PROJECTS**

·       Requirements for Family Health Information Management System

·       Graduate Design Project: Improving the techniques for Haplotype Reconstruction

·       Research on the Requirements and Implementation of the Advance Drug Discovery System

·       Implementation of DNA, RNA and Protein analysis by using various bioinformatics tools

* E-voting system and security

**PROFESSIONAL ASSOCIATIONS**

Member of the Association for Computing Machinery [ACM](http://www.acm.org/),

**EXTRA-CURRICULAER ACTIVITIES**

* **President**,

Central Committee, JICA-OIC Annual Tournament 2012, Japan

* **Class leader**, 12FTA course, Okinawa, Japan
* **Participated** in World Summit on the Information Society 2013 organized by ITU with Bangladeshi deligate
* **Coordinated** and participated e-Commerce Fair in London in 2013

**REFERENCES:**

* Mr. Abu Hena Morshed Zaman

Deputy Commissioner

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* Mr. Md. Nazrul Islam Khan (Present Head of my Office)

Secretary

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