MD MUKTADUR RAHMAN MINAR

Contact

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+971-545705893

Passport Number: **EJ0172642**

Zayed The First St - beside KM Trading - Al Hisn **- Abu Dhabi**

PROFILE

Consular assistant with over 2 years of experience providing Position serves as Consular Section with primary responsibilities for passport and nationality services, emergency and Bangladeshi citizen services, Secondary responsibilities include immigrant visa services, services for legal permanent residents, correspondence, and outreach. Serves as backup to the sole visa clerk, who is responsible for the day-to-day nonimmigrant visa operations.

SKILLS

- PHP Programming
- Data entry
- Red hat Server Admi. 7
- CCNA
- C Programing
- Operating Computer
- Data entry

EXPERIENCE

CONSULAR ASSISTANT,
BANGLADESH EMBASSY, ABU DHABI, UAE
AUGUST 2021-PRESENT

Objective: As a consular assistant I deal with citizen's passport and National Identity Cards (NID). Moreover, if there is any problem to get passport and National Identity Cards, we try to solve it by talking to the Consular officer. Also look after Data entry and IT matters.

Responsibilities:

1. Collected biometric data from Non-Immigrant and Immigrant Visa applicants
2. Immigrant passport and collection of biometric data from NID applicants.
3. Drafted petition revocation memos and Advisory Opinion requests.
4. As required by workload, assist in drafting of Security Advisory Opinion cables and work in Bangladesh Civil Service Unit.
5. Observed DNA testing and assisted in Fraud Prevention Unit field investigations.
6. Helped in coordinating consulate events to welcome other consulates and promote cultural exchanges.
7. Also contact the central and PC setup, networking, user setup, printer setup etc.

SUPPORT ENGINEER,
OUR ONLINE, CHITTAGONG, BANGLADESH
MARCH 2021- AUGUST 2021

Network support technicians develop and maintain IT network. Monitor network performance, optimize server capacity and secure networks and data.

Responsibilities:

1. Monitoring network performance and ensure system availability and reliability.
2. Configuring and installing various network devices and services (e.g. router, switches, firewalls, load balancers, VPN, QoS)
3. Performing network maintenance and system upgrades including service packs, patches, hot fixes and security configurations.

ACHIEVEMENTS & AWARDS

- I had the opportunity to participate in various National Competitions with My team **Algos_USTC.** The segments were mostly a gladiator style fighting arena where machine compete to show dominance and power and prove this endurance and reliability as well
  1. **Champion**, Manual Akhada Yantra8.0, Kathmandu, Nepal Robotic Association of Nepal.
  2. **Champion,** Robo Riot Meccelaration 2019 (IIUC)
  3. **Champion,** Battle of bot KUET EEE Day-2019 (KUET)
  4. **Champion,** Battle of bot Innobotics 2020, (UIU)

CHARACTERISTICS

- Strong interpersonal & Communication skill
- MS Office Suite
- WPM
- Ability to work collaboratively as part of a team
- Problem Solving
- Leadership
- Meticulous attention to detail
- Excellent Organizational skills • Poised under pressure

ADMINISTRATION AND ACCOUNT (PART TIME), RANGUNIA DIAGNOSTIC CENTER, CHITTAGONG, BD
JULY 2018- APRIL 2021
Typically work with multiple small accounts or few larger ones. As the main point of contact for many clients, In the business of customer service and may be involves in upselling and cross-selling and services.

EDUCATION
BACHELOR OF SCIENCE IN COMPUTER SCIENCE AND
ENGINEERING University of Science and Technology Chittagong (USTC) Chittagong, Bangladesh.
January 2016- January 2021/Session

INTERMEDIATE IN SCINECE Rangunia Government College
April/2015-2016

LANGUAGE
- English
- Bangla
- Hindi

REFERENCE
- Joy Prakash Ghosh- New Version Information Technology Assistant Facilities Manager
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- Sayma Begum- BASIS Institute of Technology Management (BITM)
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