



Md Abdullah Al Bappi

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WORK EXPERIENCE

IT Administrator

Union Equipment Limited [01/01/2018 – 31/03/2021]

Country: Bangladesh

- Managing enterprise cloud services including Google Workspace, Microsoft 365 and others.
- Onboard & Off-board employees according to predefined processes.
- Perform various support tasks to Windows, MacOS, Android and iOS users.
- Configure and monitor the company's networks and proactively address identified issues.
- Deployment and maintenance of office IT infrastructure.
- Procurement of hardware and software.

Senior Executive, IT

Royal Machinery Corporation Ltd. [01/10/2016 – 31/12/2017]

Country: Bangladesh

- Managing enterprise cloud services including Microsoft 365.
- Perform various support tasks to Windows, MacOS, Android and iOS users.
- Configure and monitor the company's networks and proactively address identified issues.
- Deployment and maintenance of office IT infrastructure.
- Server Maintenance & Optimization
- Procurement of hardware and software.

WordPress Developer

byteCode IT [07/10/2015 – 03/09/2016]

Country: Bangladesh

- Design, implement and manage websites using WordPress
- Collaborate with members of a creative team
- Manage front-end and back-end website development
- Troubleshoot and resolve website problems for clients and co-workers
- Stay abreast of new trends, and practices

EDUCATION AND TRAINING

Master in Information and Communications Engineering

Berliner Hochschule für Technik [01/10/2021 – Current]

Address: Luxemburger Str. 10, 13353 Berlin, 13353 Berlin (Germany)

<https://www.bht-berlin.de>

Bachelor of Computer Science and Engineering

IUBAT-International University of Business Agriculture and Technology [01/09/2011 – 15/09/2015]

Address: 4 Embankment Drive Road, Off Dhaka-Ashulia Road, Sector-10, Uttara Model Town, 1230 Dhaka (Bangladesh)

<https://iubat.edu>

Higher Secondary Certificate

Rajshahi Government City College [01/09/2008 – 15/07/2010]

Address: Rajshahi (Bangladesh)

Microsoft Office 365: Administration

LinkedIn Learning Certificate of Completion

<https://www.linkedin.com/learning/certificates/>

[519ac1232c8d1fb587298d871c6aa553756e366857ba779be6fcb8f945e4abac](https://www.linkedin.com/learning/certificates/519ac1232c8d1fb587298d871c6aa553756e366857ba779be6fcb8f945e4abac)

Jira: Basic Administration

LinkedIn Learning Certificate of Completion

<https://www.linkedin.com/learning/certificates/>

[519ac1232c8d1fb587298d871c6aa553756e366857ba779be6fcb8f945e4abac](https://www.linkedin.com/learning/certificates/519ac1232c8d1fb587298d871c6aa553756e366857ba779be6fcb8f945e4abac)

Learning Google Workspace Administration

LinkedIn Learning Certificate of Completion

<https://www.linkedin.com/learning/certificates/>

[8846a649d281307ed4022b3b96dc278bf876e38f8a473328b9ee167a7eb0835d](https://www.linkedin.com/learning/certificates/8846a649d281307ed4022b3b96dc278bf876e38f8a473328b9ee167a7eb0835d)

Azure Active Directory: Basics

LinkedIn Learning Certificate of Completion

<https://www.linkedin.com/learning/certificates/>

[c306217972775b370fa242ef5991609df7917ba4f129d48c1300877d8069498c](https://www.linkedin.com/learning/certificates/c306217972775b370fa242ef5991609df7917ba4f129d48c1300877d8069498c)

LANGUAGE SKILLS

Mother tongue(s): **Bengali**

Other language(s):

English

LISTENING C1 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

Microsoft Office/Microsoft 365 / Tabelau / Network technology / Jira/ Confluence / Windows & Windows Server / Linux (basic) / VPS Management / Operating Systems (Windows, Linux)

ORGANISATIONAL SKILLS

Organisational skills

- Decision-making
- Time management
- Dedication
- Self-management
- Coordination
- Self-motivation

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills

Listening : I'm a good Listener.

Cohesion and Clarity : My communicating messages are clearly and concisely.

Emotional Intelligence: My ability to understand and manage emotions so I can communicate effectively, avoid stress, overcome challenges and empathise with others