Curriculum Vitae of

Mohammad Rifat Khan

Contact & Address

Cell No : 01721607964
Email : rifatkhanritu@gmail.com
Address : House#32, Khilbarirtek School Rd, Gulshan-2, Dhaka 1212
Web : https://mrifat.com

Career Objective

To obtain a challenging position in a dynamic organization where I can utilize my skills in website development and computer troubleshooting, and to contribute to the growth and success of the company while continuously enhancing my knowledge and expertise in the field.

Experience

Web & IT Support Coordinator– May-2018-October-2020,

Edgexcel Solutions, Khilbarirtek, North Badda, Dhaka-1212

- Developed and maintained websites, ensuring user-friendly interfaces and seamless functionality.
- Collaborated with cross-functional teams to gather requirements, define project scopes, and deliver tailored solutions.
- Designed custom PHP function to enhance website features and aesthetics.
- Conducted regular updates, security checks, and performance optimizations to ensure website reliability.
- Provided IT support to both internal and external stakeholders, troubleshooting hardware and software issues.
- Managed domain registrations, web hosting, and DNS configurations to ensure online accessibility.
- Acted as a primary point of contact for end-users, addressing technical concerns and providing timely resolutions.
- Documented technical processes and created user guides to facilitate knowledge sharing and team efficiency.
- Assisted in identifying opportunities for process improvements, resulting in enhanced workflows and client satisfaction.

Educational Qualification

Exam Title	Field	Institute	Result	Passing Year	Duration (Year)
Bachelor in Engineering (B.Engr.)	Electrical & Electronic Engineering(EEE)	University of Information Technology & Sciences (UITS)	3.22/4.00	2018	4
HSC	Science	Gurudayal Govt. College	4.00/5.00	2012	2
SSC	Science	Pakundia Pilot Adarsha High School	4.56/5.00	2008	2

Programming Language

C, PHP, JavaScript,Python

Language Proficiency

Proficient in Bengali and English speaking, reading and writing.

Certification & License

Web Design – BASIS Institute of Technology and Management (BITM),

Electrical Supervisor License – Bangladesh Electrical License Board-2020,

Associate Member- Bangladesh Computer Society

Others Skills

- Installing and configuring computer systems
- Troubleshooting Computer hardware and software issues
- Troubleshooting printer and network issues

Personal Details

Father's Name	:	Mohammad Tamij Uddin Khan
Mother's Name	:	Jahanara Bhuiyan
Permanent Address	:	Village: Sreeramdee, Post Office: Pakundia, Upazila: Pakundia, District: Kishoreganj
Religion	:	Islam
Date of birth	:	22nd September, 1993
Nationality	:	Bangladeshi
Gender	:	Male
Marital Status	:	Unmarried

References

S. R. A. Sayed Khan	**Md. Farid Uddin Khan**
Manager (Commercial),	Deputy Director
Shahjalal Fertilizer Factory Ltd.(SFCL)	Bangladesh Bank
Email: sayedkhan2326@gmail.com	Email: fariduddinkhan07@gmail.com
Cell: 01681489242	Cell: 01757188358

I hereby declare myself that all the statement in this CV is authentic complete and correct to best of my knowledge and belief.

Rifat

Signature