

ALI AHMED ASIF

📍 Progoti Shoroni, North Badda, Dhaka-1212, Bangladesh.

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Career Objective

To build a professional career in a dynamic organization where I can utilize my IT skills, technical knowledge, and experience to contribute effectively to organizational growth and efficiency.

Professional Summary

IT professional with experience in computer operations, IT support, and data processing. Skilled in troubleshooting hardware and software issues, managing IT systems, and supporting organizational operations efficiently. Highly responsible, motivated, and capable of working independently or within a team environment.

Employment History

IT Officer

Aline Medical Service Ltd. | Jul 2025 – Present

- Provide technical support for hardware, software, and network systems
- Troubleshoot and resolve IT issues promptly
- Manage IT infrastructure and coordinate with team members for IT-related tasks

Executive IT Officer

Malancha Medical Service Ltd. | Apr 2023 – May 2025

- Managed IT card processing systems efficiently
- Provided technical support and system maintenance
- Optimized IT workflows and ensured smooth operations

Computer Operator

EXSACO Limited | Oct 2021 – Dec 2022

- Operated computer systems for production data
- Maintained digital records and documentation
- Ensured accurate data entry and reporting

IT Trainer

KING IT LTD | Oct 2018 – Jun 2020

- Conducted training on graphic design and freelancing
- Provided instruction on Photoshop, Illustrator, and web design basics
- Assisted trainees in developing professional skills

Assistant Store Keeper

ANTIM Group | Jul 2017 – Jul 2018

- Maintained inventory records and stock control
- Assisted procurement and store operations
- Ensured proper documentation of materials

Academic Qualification

Exam	Group / Major	Institute	Result	Year
BA (Pass Course)	—	National University, Bangladesh	CGPA 2.54 / 4	2020
HSC	Humanities	Hazrabari Sirajul Houq Degree College	GPA 3.17 / 5	2015
SSC	Business Studies	Fulkoca High School	GPA 3.75 / 5	2013

Training & Certifications

- Electrical Training – Rural Development Academy, Bogura (2022)
- Graphic Design & Web Design – NIET (2017)
- Computer Application – National Youth Computer Training Academy (2013)

Areas of Specialization & Technical Skills

- IT Support, Hardware & Software Troubleshooting
- Windows OS Installation & Configuration
- Microsoft Office (Word, Excel, PowerPoint, Access)
- Graphic Design (Photoshop, Illustrator)
- Internet & Email Management
- ERP & CRM Software Operation

Language Skills

- Bangla – Native
- English – Intermediate Proficiency.

Personal Information

- Date of Birth: 04 August 1997
- Nationality: Bangladeshi
- Marital Status: Married
- Permanent address: Bakai, Fulkocha, Melandha, Jamalpur-2012, Bangladesh.