

Rana Kayser

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Personal Statement:

I want to achieve a successful career through communication ability & hard-work with an opportunity where I can work in a challenging environment. I am looking for a position in a leading corporation where I can find newer ways to learn and grow by utilizing my passion towards job. Being self-dependent by proper utilization of my skill, knowledge and intelligence has been always the main motive of me.

Educational Information:

Bachelor of Computer Science and Engineering (Bsc. CSE) Current semester: 2 nd Last.	2012-studying BRAC University, Bangladesh
Higher Secondary School Certificate (HSC) Dhaka Division	2010 SOS Hermann Gmeiner College
Secondary School Certificate (SSC) Dhaka Division	2008 SOS Hermann Gmeiner College

Achievements:

- **Bangladesh Youth Leadership Certificate** in the year 2015 by BYLC, Dhaka
- **BRAC University 9th convocation Volunteer certificate** in the year 2014
- **Alumni Association Appreciation Certificate** in the year 2014 by BRAC University, Dhaka, Bangladesh
- **Career service fair appreciation certificate** in the year 2014 by BRAC University, Dhaka, Bangladesh
- **First Year Advising Team Certificate (FYAT)** in the year 2014 by Teaching and Learning center (TLC), BRAC University, Dhaka, Bangladesh

Work Experience:

- **Administrator** at Bdnewsdesk [September 2011- Present]
Major Responsibilities:
 - Installing new software
 - Installing new hardware (servers, printers, computer workstations, etc.)
 - Setting up user accounts, permissions and passwords
 - Overseeing security of all systems, especially the internet, and installing antivirus protection
 - Fixing network faults
 - Network maintenance
 - CC Camera Support.
 - PBX Maintenance.
 - Technical support for people using the network
 - Training staff on new systems
 - Day to day admin and monitoring of network use
 - News Server maintenance
 - Making sure all IT meets industry standards
 - Supervising desk reporter

- **Network Support Executive** at Banglalion wimax RSP Center [January 2011 – August 2011]
Major Responsibilities: Organizing- workshops, network support, hardware analysis, communicating customer, lead support team, providing ideas for the betterment of the service.
- **CEO** at Piasha Jewelers
Major Responsibilities: Training worker for IT skill, Manage website, Network camera maintenance, and conduct organization promotion.
- **Web Admin** at HQ Communication, A&M Trends Global- Germany [Contractual]
- **Mentor**, First Year Advising Team, BRAC University. [September 2013 –March 2016]
Major Responsibilities: Organizing- workshops, advising sessions, tutorials, communicating with faculties and students, Guiding new students, group managing, Providing ideas for the betterment of the students.
- **Director** at IT, International Human Development Society (IHDS) [Contractual]
Major responsibilities: Training worker for IT skill, Manage website, conduct organization promotion.

Training:

- **Customer Support** in Banglalion wimax, Mirpur RSP Center.
- Attended “**Art and Practice of Leadership program**” of Bangladesh Youth Leadership Center (BYLC) in the year 2015

Co-curricular Activities:

Organizer, Volunteer and Presenter of:

- BRAC University Orientation Programs ranging from 500 to 1000 participants
- Convocations of BRAC University for over 2000 guests
- BRAC University Alumni Association Party for over 500 guests.
- Admission Tests of BRAC University from 1000-5,500 students
- Seminars organized by BRAC University, Department of Pharmacy ranging from 200 guests.
- IT fair organized by Banglalion wimax at BICC.

Skills:

- **Language Skill:** Fluent in speaking, reading and writing both in English and Bangla.
- **Interaction with people:** Capable of communicating with different kinds of people.
- **Leadership skills:** capability of working in a team.

Interest:

Traveling & Adventure, Shopping, Watching Movies, Reading story books, novels etc, Car racing.

Personal Details:

Mother's Name : Nur Jahan Sunjida
Father's Name : Abul Hosain Bulu
Date of Birth : 23rd March, 1993
Marital Status : Unmarried
Blood Group : O(+ ve)

Reference:

Available upon Request

