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(F)	Bold Profile

# EDUCATION AND TRAINING

#### Master of Science

Information Technology Washington University of Science And Technology, 2900 Eisenhower Ave, Alexandria, VA 22314 March 2024

#### **Bachelor of Science**

Computer Science And Engineering Metropolitan University, Pirer Bazar, Sylhet - Bateshwar, Bangladesh February 2021

#### Diploma-in-Engineering

Computer Technology Moulvibazar Polytechnic Institute, Shamsher Nagar Road, Moulvibazar, Bangladesh December 2016

# **IMAMUL HAQUE SUHAG**

#### **SUMMARY**

As a recent Computer and Information Systems graduate, I am eager to apply my academic knowledge to real-world IT management and project implementation. I have a strong interest in technology integration, workflow optimization, and building efficient IT infrastructures. Excited to begin my professional journey in the USA, I am highly motivated to contribute to successful project outcomes and enhance system operations. With the right guidance and training, I am confident in my ability to make significant contributions and achieve long-term success.

## **SKILLS**

- Team Collaboration
- Information confidentiality
- Risk mitigation planning
- IT service management
- Basic Programming C, Java
- Information Security
- Analytical Thinking
- Image manipulation
- Active Listening
- Graphic and Media Design
- Quality Assessment

- Reliability
- Adobe Photoshop
- Organizational Skills
- Time Management
- Effective Communication
- Digital Records Scanning
- Oracle Software(Billing-Pro)
- Database Management
- Computer Troubleshooting
- Team building
- System Administration

#### **EXPERIENCE**

#### **IT MANAGER**

Amber IT | Sylhet | January 2022 - June 2022

- Trained staff members on various aspects of computer usage and software applications.
- Monitored system performance and identified areas for improvement.
- Provided technical support to end-users on a variety of issues.

#### **PROJECT COORDINATOR**

Babylon Resources | Dhaka | January 2021 - December 2021

 Maintained a detailed database of project information including budgeting, resources and deliverables.

#### Secondary School Certificate (SSC)

Business Studies Dakshina Charan Pilot High School, Chunarughat, Bangladesh February 2010

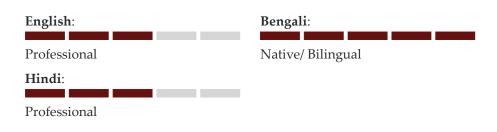
- Identified training needs for team members in order to keep them up-todate on the latest industry trends.
- Monitored performance metrics such as cost, timeline, quality control and customer satisfaction levels.
- Drafted presentations outlining the current state of specific projects for review by senior managers.
- IT Support.

## **COMPUTER OPERATOR**

Digonto Computer | Sylhet | January 2014 - December 2014

- Prepared documents such as invoices, reports, memos, letters, financial statements and other correspondence using MS Office applications.
- Performed data entry duties using MS Office applications such as Word or Excel.
- Assisted with preparation of presentations using MS Office applications such as PowerPoint and Excel.

# **LANGUAGES**



# **CUSTOM**

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