



# IMAMUL HAQUE SUHAG

## SUMMARY

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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

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- 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

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### 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.

 Alexandria, VA 22311

 4102155669

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 <https://www.linkedin.com/in/imamul-haque-suhag-1b304375/?jobid=1234>

 [Bold Profile](#)

## EDUCATION AND TRAINING

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### 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

## 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-to-date 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

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**English:**



Professional

**Bengali:**



Native/ Bilingual

**Hindi:**



Professional

## CUSTOM

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**Kimberly Simpson**

**Assistant Manager of Administrations**

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