



## A.S.M KAMRUL HASSAN

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Mirpur, Dhaka 1216  
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### **Career Objective:**

Introducing Me in a challenging environment and obtaining a prestigious job wish to utilize my ability, academic qualification and expertise in the relevant field and finally desire to achieve an appropriate position.

### **Career Summary:**

MIS

### **Employment History:**

**Total Year of Experience :14.8 Year(s)**

#### **1. Manager (MIS & Admin ( June 19, 2013 - Continuing)**

##### **CRC Textile Mills Ltd.**

Company Location :Dhaka

Department:MIS

##### **Duties/Responsibilities:**

Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions. Maintaining and leading a dedicated technical team. Installing, Maintaining & Administrating with Mail (SMTP/POP3 with Sendmail Postfix), Proxy, DHCP, FTP, Webmail (Round Quibe Squirrelmail), Monitoring Server in CentOS Red Hat Enterprise Linux 5.0. Installing, Configuring & Maintaining new devices such as, D-Link/Linksys/Netgear routers, access points. IP Phone System monitoring (Routing, CDR system, call monitoring, Route Check).

#### **2. Sr. Executive, MIS ( January 13, 2008 - May 31, 2012)**

##### **OTOBI Limied**

Company Location :Gulshan, Dhaka

Department:MIS

##### **Duties/Responsibilities:**

Regular Cash Statement. Receipt / Payment. Deposit / Withdrawn. Ledger & Subsidiary Ledger. Sales Order, Delivery Order, Sales Bill (Invoice) Preparing. Money Receipt, Cash Memo Preparing. Maintaining & Administrating with Mail (SMTP/POP3 with Sendmail Postfix), Proxy, DHCP, FTP, Webmail (Round Quibe Squirrelmail). Performs routine preventive maintenance on hardware and software.

#### **3. IT Executive ( November 1, 2004 - December 31, 2008)**

**AB Group**

Company Location : Begum Bazar, Dhaka

Department: IT

**Duties/Responsibilities:**

Maintain about twenty pcs network and a server. Maintain e-mail address of the employees. Regular check up the out sourcing mail and answer it with the concern of general manager. Monthly report of company status

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MBA (Executive)	Management Information System	Atish Dipankar University of Science and Technology	CGPA:3.63 out of 4	2015	2 Years
MCA	Computer Applications	Comilla University	CGPA:3.67 out of 4	2003	2 Years
B.Sc(Hons)	Chemistry	Aligarh Muslim University [Foreign Institute]	Second Class, Marks :55%	2001	3 Years
HSC	Science	Rajshahi College	First Division, Marks :65.7%	1995	2 Years
SSC	Science	Rajshahi Collegiate School	First Division, Marks :82.9%	1993	2 Years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
SAP training	SAP implementation	OTOBI HR Dept.	Bangladesh	Dhaka	2010	2 months
LINUX operating system		WWW	Bangladesh	Dhaka	2003	3 months

**Professional Qualification:**

Certification	Institute	Location	From	To
Matrix ERP system, SAP ERP system	OTOBI Limited, HR department		September 8, 2010	September 29, 2010

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 40000  
 Expected Salary : Tk. 44000  
 Preferred Job Category : IT/Telecommunication, NGO/Development  
 Preferred Location : Anywhere in Bangladesh, Thailand, United Arab Emirates, United Kingdom  
 Preferred Organization Types : Insurance, IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO,

Multinational Companies, Embassies/Foreign Consulate, Group of Companies, Furniture Manufacturer, Mobile Accessories, Satellite TV

### **Specialization:**

<b>Fields of Specialization</b>
<ul style="list-style-type: none"><li>• Active Reports</li><li>• Adobe Photoshop/ Illustrator</li><li>• LAN/ WAN</li><li>• Linux</li><li>• MS Access</li><li>• MS Word/ Excel/ PowerPoint/ OneNote</li><li>• Web Services</li><li>• Admin</li><li>• Administration</li></ul>

### **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
BANGLA	High	High	High
ENGLISH	High	High	High

### **Personal Details :**

Father's Name : DR. MD. SHUKURUDDIN MRIDHA  
Mother's Name : MRS. KHALEDA KHANAM  
Date of Birth : July 5, 1978  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : ISLAM  
Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Jayanta Kumar Kundu	Md. Monzurul Hassan
Organization	: CRC Textile Mills Ltd.	Agni Systems Ltd.
Designation	: Director Operation	Manager Marketing
Address	: Bijoy Sharani, Dhaka-1000	Gulshan, Dhaka
Phone (Off.)	: 09606900900	09606100700
Phone (Res.)	:	
Mobile	: 01730792903	01714092269
E-Mail	: info@crctextile.com	mhasan@agni.com
Relation	: Professional	Family Friend