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ALAMIN MAHMUD

Address: House No-33, Road No-111,Block-C,Mirpur-12 Dhaka-1216

Mobile : +8801869864166

email:alaminmahmud@gmail.com, alaminmahmud@hotmail.com

Career Objective:

Motivated and energetic Computer Science graduate looking forward to working in IT field where I can use my skills and abilities through challenges, dedication and Growth-oriented activities

Career Summary:

To work in practical way in an organization where I can show my talent and enhance my skills to meet company goals and objective with full integrity and enthusiasm.

Employment History:

Total Year of Experience : 7.9 Year(s)

1. **Information Communication Technology Manager (November 16, 2016 - Continuing)**

Action Against Hunger Bangladesh

Company Location : Dhaka, Bangladesh

Department: Logistics

Duties/Responsibilities:

Supervise equipment security and the use of the mission's IT resources

- Ensure workstations adhere to IT standards.
- Ensure antivirus software usage guidelines are respected, that updates are deployed at individual workstations and that antivirus protection is constantly monitored.
- Supervise the data back-up system (back-up policy)
- Install and maintain Local Area Networks in the mission according to standards(router/firewall, Wifi AP, NAS server, Internet modem and any other network component)
- Maintain computers, printers/scanners and conducting daily/monthly checks to ensure that maintenance tasks have been executed.
- Responding to daily requests to modify email address and management.
- Capitalising data procedures related to the use of IT resources and networks and communicating this information upstream to line management.

Improve the efficiency of IT resource use

- Resolve everyday user problems.
- Provide users support with software support for sharing files, email, etc.
- Suggest IT resources that could be implemented to improve user work efficiency in accordance with ACF standards.
- Reporting problem encountered and solutions implemented.
- Discussing with relevant persons (Head/Deputy head of department, Field Coordinator and some users) the current problems and expected future development.

-Assistance market analysis for ICT procurement

-Established e-wastage management in locally

Participate in the management of telecommunications resources (radio, satellite and local phones, modem and internet)

- Ensure that the mission's means of communication are operating correctly and monitoring them.

-Perform regular tests on their usage.

Promote user awareness and train users in the use of ICT resources.

-Training users on equipment and applications.

-Training user on the proper usage of data sharing server and IT security rules.

-Training on IT support for technical personnel in the bases.

Management

-Develop missions ICT strategy

-Local ICT vendor and supplier management

-Prepare and monitoring annual ICT budget

Regional support

- Provide continuous and remote support (Network, Internet connectivity, Mail server and maintenance of equipment) to the regional countries (India and Indonesia) without ICT position.

-Visiting regional countries (India and Indonesia) to improve infrastructure and to able to give a remote adapted support.

-Developing global ICT strategy and plan (renewal, standardise and infrastructure development)

-Facilitated online monthly meeting with regional countries

2. **Information Communication Technology Manager (September 15, 2012 - November 15, 2016)**

Action Contre La Faim (ACF)

Company Location : Dhaka, Bangladesh

Department: Logistics

Duties/Responsibilities:

- System and Hardware maintenance
- Network installation and support for internal & hosted infrastructure including: firewalls, servers, switches and telephony
- Computer fleet management
- Mobile and Satellite phone fleet management
- Developing and implementation new ICT tools
- Management of server software and associated backup routines.
- To evaluate, test, advise, train and support of ICT related projects.
- Procurement of IT hardware, software and maintenance products & services.
- Writing documentation for ICT procedures, security and disaster recovery.
- Maintaining documentation of changes regarding users, functions & systems.

3. **Information Communication Technology Officer (December 1, 2010 - September 10, 2012)****Fast Track Education Services**

Company Location : Panthopath

Department: IT

Duties/Responsibilities:

- Develop and design web application
- Develop database system using different platform
- Responsible for hardware and software installation, maintenance and repair.
- Performing routine audits of systems and software.
- Recommending and implementing improvements and efficiencies.
- Established network with wired and wireless
- Manage, train and support to end user. -Maintenance and monitoring network traffic.
- Reporting to the Managing Director & Chief Executive.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|-------------|--------------------------------|--|--------------------|----------|----------|
| B.Sc in CIS | Computing & Information System | American International University Bangladesh | CGPA:2.77 out of 4 | 2009 | 4 years |
| HSC | Science | Chittagong Cant. Public School & College | CGPA:2.8 out of 5 | 2004 | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-------------------|---|--------------------|------------|-----------------------------------|------|----------|
| Day-long Workshop | IT Security & Business Intelligence | Microsoft Academic | Bangladesh | AIUB | 2009 | 8 hours |
| .NET Framework | MCTS 70-536 .NET Framework-Application Development Foundation | Microsoft Academy | Banglaesh | American International University | 2009 | 2 Months |

Professional Qualification:

| Certification | Institute | Location | From | To |
|--|----------------------------------|---------------|-----------------|------------------|
| Basic Trainig on GIS for Spatial Data Processing | World Food Programme | Cox`s Bazar | June 14, 2015 | June 18, 2015 |
| Action Contre la Faim ICT training | Action Contre la Faim | Paris, France | October 6, 2014 | October 10, 2014 |
| Action Contre la Faim ICT training | ACF | Paris, France | July 1, 2013 | July 5, 2013 |
| TSF- European Commission ICT Emergency Response Training | AIT | Bangkok | March 18, 2013 | March 23, 2013 |
| OCP completed | Personal teacher from IBC Primax | | March 21, 2010 | April 21, 2010 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 78000
 Expected Salary : Tk. 15,000
 Preferred Job Category : IT/Telecommunication, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Malaysia, Netherlands, New Zealand, United Kingdom,
 United States, United Arab Emirates
 Preferred Organization : Banks, Computer Hardware/Network Companies, NGO,
 Types Multinational Companies

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| Bangla | High | High | High |
| English | High | High | High |

Personal Details :

Father"s Name : Md. Abu Alam Bepari
 Mother"s Name : Makshuda Alam
 Date of Birth : July 17, 1986
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village-Uttra Saygong,Post- Khasherhat , Madaripur
 Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|---|
| Name | : Mr Safir Khan | Peter Paul D"costa |
| Organization | : Action Against Hunger | Fast Track Education Services |
| Designation | : Head of Department-Logistics | Director |
| Address | : Orin Tower, House 23, Road 113/A, Gulshan-2, Dhaka 1212 | 44/12, West Panthapath (Opposite Samorita Hospital), Dhaka 1215 |
| Phone (Off.) | : +88 02 55049671 | +88 02 9125084 |
| Phone (Res.) | : | |
| Mobile | : +880869864166 | +88-01974046323 |
| EMAIL | : loghod@bd.missions-acf.org | peter.paul@fteducation-bd.com |
| Relation | : Professional | Professional |

