

Last Updated : **November 1, 2017**

KHONDOKER SELIM REZA SAGOR

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Career Objective:

Build my career with an excellence.

Career Summary:

Worked in Brand Group And Tech Valley Networks, ADN Telecom Group

Special Qualification:

BSc. In Computer Science & Engineering. Training on Human Resource Management and Payroll System.

Employment History:

Total Year of Experience : 10.9 Year(s)

1. In-Charge Admin & IT (March 1, 2014 - Continuing)

Brand Group

Company Location : 188, Gulshan Avenue, Gulshan-2, Dhaka-1212

Department: Administration

Duties/Responsibilities:

Act as a point of person for all MIS issues.

Manage information technology and computer systems.

Control the computer systems budgets and expenditures.

Develop and implement Administrative policies and procedures for companies operations and development.

Manage/handle travel schedule/arrangements for the Staff's.

Liaising with colleagues and key spokespeople.

Provide logistics support in the implementation of the various programs/events.

Provide logistical support for the international staff arrivals and departures.

Assist international staff with visa requirements. In addition guide them on local conditions and finding suitable accommodations etc.

Coordinate with Finance colleagues for preparation of departmental budget.

Assist Head of HR in the recruitment process for local staff and interns. In addition help to prepare attendance report and salary sheet.

Ensure the effective management of stationery storage and share monthly consumption reports.

Oversee the management of support staff in the office and other issues related to Common services unit.

Preparation of HR documents. Maintaining personnel files of the employees.

Supervise office vehicle and responsible for review of vehicle log-books. Preparation of summary of monthly fuel expense, food expense, communication expense etc.

Perform any other duties assigned by the Management.

2. **Assistant Officer IT (December 28, 2011 - February 18, 2014)**

Mercantile Bank Ltd.

Company Location : Dhaka

Department: IT

Duties/Responsibilities:

All IT Troubleshooting (OS,Networking,Hardware and Software). Day Start, Day End, Daily Update, Daily Backup,Monthly Reporting,SBS data update, All IT related Works. SBS-1 & SBS-2, DD, PO,PS Issue, A/c Opening, Thanks Letter Issue, Front Desk Support, Customer Management through Updated Information. General banking Compliance & Monitoring supervise by Head of Branch.

3. **Senior Executive- Admin & Logistics (March 4, 2008 - December 25, 2011)**

ADN Telecom Group

Company Location : Dhaka

Department: Administration

Duties/Responsibilities:

Preparation of master copy of invoices for each month.
Attaching invoices and other supporting documents with the voucher.
Arranging the vouchers according to ledgers in each project file.
Maintaining petty cash.
Updating bank register and preparing bank reconciliations.
Coordination with suppliers and preparation of procurement documents i.e. Purchase requisition, goods received note etc.
Maintain inventory of office stationery etc.
Preparation of HR documents.
Maintaining personnel files of the employees.
Assist Accounts officer, Finance Manager & Finance Director.
Payment of utility cheques, vendor bills etc
Supervise office vehicle and responsible for review of vehicle log-books.
Preparation of summary of monthly fuel expense, food expense, communication expense etc.
Any other task assigned by the supervisors.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
LLB	Law	National University	Enrolled	2018	2	-
BSc. in Computer Science & Engineering.	Computer Science & Engineering	IBAIS University	CGPA:3.14 out of 4	2009	4 Year	I get a scholarship attending National talent search by NIIT.Bangladesh.
HSC	Science.	Saheed Bulbul Government College,Pabna	Second Division, Marks :59%	2003	2 year	-
SSC	Science	Pabna Zilla School.Pabna	First Division, Marks :71%	2000	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Training on "Effective promotional skills for customer satisfaction"	Sales Skills & Customer Satisfaction procedure	Mercantile Bank Training Institute	Bangladesh	Sylhet	2013	01 Day
Training on HRM & Payroll Systems.	Human Resource Management and Payroll Systems	MBTI	Bangladesh	Dhaka	2013	25
TABS Training	TABS related issues	ITS(International Turnkey Systems) Ltd.	Bangladesh.	In Company	2007	15 Days
Helpdesk Training	Helpdesk management	Tech Valley Networks Ltd.	Bangladesh	In Company	2007	15 Days
CA(Computer associates)Training	F1 software management provided by CA.	Tech Valley Networks Ltd.	Bangladesh.	In Company	2007	15 Days

Professional Qualification:

Certification	Institute	Location	From	To
Honor"s Diploma in Networking Engineering.	NIIT,Dhanmondi Brunch.	Dhaka	January 4, 2004	November 15, 2006
Basic Training on Computer	Microtec Computers Ltd.	Pabna	April 1, 2000	June 14, 2000

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 30,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, Garments/Textile, Chef/Cook
 Preferred District : Bogura, Cox"s Bazar, Dhaka, Natore, Pabna, Rajshahi
 Preferred Country : Germany, Italy, Japan, Libya, New Zealand, United Kingdom, United States, Australia, Austria, United Arab Emirates
 Preferred Organization Types : Banks, Telecommunication, University, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Embassies/Foreign Consulate, Group of Companies

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • MS Word/ Excel/ PowerPoint/ OneNote • Printer Servers • Administration • Logistic Service • HRIS • IT Support Service 	Ability to maintain instant situation. Quick Learning Capacity Vendor Management with Special Integrity. Interpersonal relationship building in short time Can do any hard work assigned by the management

Extra Curricular Activities:

District cricket league champion team member.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangali	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Khondoker Shafi Ullah
Mother"s Name : Mrs. Mamota Hena
Date of Birth : February 6, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Muslim
Permanent Address : South Raghampur,Ghoshpara,Pabna-6600
Current Location : Dhaka

Reference (s):

Name : K.B.M. Ruhul Kuddus
Organization : Rooppur Nuclear Power Project,
Pabna
Designation : Officer-in-Charge
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Relation : Family Friend
