

Last Updated : **December 11, 2018**

MD AMDADUL HAQUE JEWEL

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Career Objective:

With a view to develop career in the private sector so that I can use my interpersonal skills, creativity and all of my practical experiences, shows my performance in order to develop to contribute in the welfare of the organization.

Employment History:

Total Year of Experience : 7.3 Year(s)

1. **Asst. Manager, MIS (Management Information System. (March 20, 2017 - Continuing)**

CONCORD ENTERTAINMENT CO., LTD. (It`s under Concord Group of Companies)

Company Location : Head Office: Concord Centre, 43 C/A, Gulshan-2, Dhaka. Job

Location: Foy`s Lake, Khulsi, Chittagong

Department: MIS (Management Information System)

Duties/Responsibilities:

- Diagnose, troubleshoot and install Hardware & software related problems.
- Provide IT supports to user end for their Desktops, Laptops, UPS, Wireless Router, Scanners, Printers and other IT assets to ensure their work smoothly.
- Setup and maintain company"s computer network which includes, LAN and WIFI network to ensure technology facility of employees.
- Monitor total system as well as network traffic, virus & maintaining network equipment like router, switch ensure technology facility of employees.
- Installation, maintenance service, repairs MS-Windows Operating System such as Windows XP, Windows-7, Windows 8-8.1, Windows-10 or latest version and troubleshooting.
- Manage Computer network using Mikrotik router (Firewall, NAT, DHCP, and Bandwidth Manager).
- Email configure & maintenance.
- Installation of CCTV & IP Camera and Troubleshooting.
- Attendance Machine & Access Control Machine and software support.
- Assist to all officers relevant to ERP.
- MIS report posting in ERP System.
- Monitoring all ticketing software user terminal.
- Every day serial fixing the server for ticket printing.
- Prepare daily sales report and sent it to concern person (Local Management & Head office Management)
- Sales Cross verifies with Accounts & finance Department.
- Supervisory Responsibility: All employees of the department and is responsible for the performance management.
- Managing the whole IT team as well as evaluate training need of the end user and arrange appropriate training.
- IT Core and Support Services: Ensure that IT Services are delivered in an optimum way (timely, cost effective, secure, stable, reliable and user-friendly, both from IT and user perspective) and proper service management processes are in place in order to maximize business efficiency.
- Strategy and Planning: Analyzing the business requirements of all departments to determine their technology needs.
- Attend relevant management meetings and report to authority on work progress.
- Budget Management: Prepare IT annual budget and ensure IT expenditures, including capital expenditures are properly documented, budgeted and approved in line with Company requirements, and regularly carry out budget controls and cost projections during the year in order to ensure availability of funds and avoid budget overspending.

2. Executive, ICT - Factory Based (February 16, 2014 - March 7, 2017)

NEO ZIPPER CO., LTD. (Multinational Zipper Manufacturing Company in Bangladesh.)

Company Location : 7/A, Squibb Road, Kathaldia, Borodewra, Tongi, Gazipur-1711(Dhaka), Bangladesh, Web: www.neozipper.com

Department: IT

Duties/Responsibilities:

- Applied operating system updates and configuration changes.
- Mail Configuration in Microsoft Outlook.
- Maintenance Local Area Network.
- CCTV installation and maintenance.
- Manage Computer network using Mikrotik router (Firewall, NAT, DHCP, and Bandwidth Manager).
- Assist to all officers relevant to ERP
- SQL Server & Crystal report management for ERP software.
- Maintenance attendance device & HR software.
- System performance tuning.
- Ensure that the network infrastructure is up and running.
- Troubleshooting hardware, operating system, and application software.
- Printer troubleshooting.
- Maintaining, updating existing websites of the Company.
- Maintaining storage infrastructure (RAID).
- UPS management
- Identifying and monitoring requirements for all computer/laptop users, and formulating and implementing desired solutions for them accordingly.
- Monitoring and ensure day to day IT operation is running smoothly.
- Document day-to-day support related operation.
- Take care of all the administration of IT devices & infrastructure.
- Overseeing all technical support and troubleshooting activities.
- Prepared to work after hours and on holidays whenever required.

3. Network Engineer (September 18, 2011 - February 15, 2014)**ROXY NETWORK SYSTEM**

Company Location : Elephant Road Dhaka-1205

Department: IT

Duties/Responsibilities:

- Computer Network & Hardware support & service in factory or Corporate Office.
- Network, Hardware maintenance & various types Router configure.
- CCTV Installation
- Email configuration
- Support all kinds of computer equipment and activity to users in the organization.
- Update the software according to the requirement of management.
- Maintain network facilities in individual machines, such as drivers and settings of personal computers as well.
- Maintain and service of Desktop, Laptop & Printer, Wi-fi router etc.
- Identify new requirement as per the requirements of the company.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.Sc in Computer Science & Engineering.	Computer Science & Engineering	Bangladesh University, Dhaka	CGPA:3 out of 4	2015	4 years	4 years
Diploma in Engineering	Computer Science	Dhaka Polytechnic Institute, Dhaka	CGPA:3.07 out of 4	2011	4 years	4 years
SSC (Vocational)	Audio Video System	Barisal Technical School and Collage, Barisal	CGPA:3.82 out of 5	2007	2 years	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Cisco Certified Network Associate (CCNA)	CCNA Training Program	Computer Solutions & Training Center	Bangladesh	Tejgaon, Dhaka	2012	3 Month
Computer Graphics Design	Adobe Photoshop & Illustrator	CREATIVE IT LTD.	Dhaka, Bangladesh	Dhanmondi, Dhaka	2010	3 Month

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 14,000
 Preferred Job Category : IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization :
 Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> IT Support Service LAN/ WAN Windows Administration Admin Windows 2000/ 2003 Server(s) Wireless 	Operating System: Windows XP, Windows 7, Windows Vista, Windows-8, windows-10, Windows server 2003, 2008. Hardware Maintenance and Troubleshooting, Local Area Network setup and Maintenance, CCTV Installation & Maintenance, Various types of Wireless Router Configuration, Email configuration & Installment, Microsoft office, Able to work with Adobe Illustrator & Photoshop, Design and implement LAN, Knowledge on TCP/IP, FTP, IP Address, RAID, etc

Language Proficiency:

Language	Reading	Writing	Speaking
BANGALI	High	High	High
ENGLISH	High	High	Medium

Personal Details :

Father's Name : Late Alauddin Khan
 Mother's Name : Jahanara Begum
 Date of Birth : January 5, 1992
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Holding No. 3845, Vill: South Panvaria P.O. Churamon P.S. Barisal Sadar, Dist. Barisal., Barishal Sadar, Barishal Sadar, Barishal 8200
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Monir Hossain	Md. Shahidul Islam
Organization	: Bengal Biscuits Ltd.	Euro Arte Apparels Ltd.
Designation	: Marketing Supervisor	Store Keeper
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Relation	: Others	Relative
