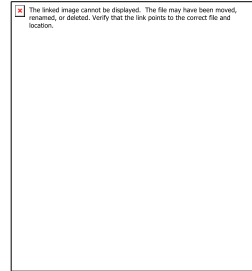


Applied For: **IT Executive (Sylhet)**

Last Updated : **November 12, 2017**

MD.LUTFOR ALI

Address: 118,Dattapara Ledhumollah Road,Tongi ,Gazipur
Home Phone: 01629666439
Office Phone :01741753292
Mobile : 01841327683
email:lutforali_1529@yahoo.com



Career Objective:

As an engineer I want to devevelop the technical sites of Bangladesh.Engaging in a developing and potential organization for exchanging benefits and thus developing a challenging career.

Career Summary:

To serve in a responsible administrative position at a well-structured organization and successfully apply acquired managerial and interpersonal skills to enhance organizational efficiencies

Special Qualification:

Sound knowledge about computer,Knowledge in programming language C,Adobe photoshop,Autocad,Working experience in MS Excel,MS Power Point,Knowledge in computer hardware,& all kind of software,Internet browsing,Email,printing & network related problem.

Employment History:

Total Year of Experience : 7.3 Year(s)

1. Asst.Admin (November 1, 2015 - Continuing)

Lira Industrial Enterprise

Company Location : Tongi I/A area Gazipur

Department: HR /Admin

Duties/Responsibilities:

- 1.Sign-in factory, first of all inquiry last night duty of security department,and investigation whole factory, and report to the A.G.M(Management) sir.
- 2.To assist the function Head of Hr /superior authority for establishing,developing, implementing and maintaining the management system of the factory.
- 3.Maintain office filing system and direct role in office administration.
- 4.Provide all documentation & support to different department.
5. Candidates,who are the newly join ,filing their document,and posting punch software.
- 6.Will help with the day to day regular operation work ,makeup (cms) makeup (solution) , makeup (ink) and collected report from store & mail to Hr&Admin sir.
- 7.Provide requisition based on Stationary factory need ,and filling all supporting documents.
- 8.Organize ,weekly ,Monthly meeting as per office rules.
- 9.Preserve all necessary documents.
- 10.Maintain and updates manpower plan and prepare related monthly and weekly reports to

A.G.M(Management).

11.Prepare monthly salary sheet,overtime sheet,Annual Bonus,and increasing sheet submit to A/c & A.G.M(Management) sir and finally send to head office.

12.Officer &Guest lunch maintain.

13.Ensure all employee and worker attendance and maintain properly daily attendance khata and report to A.G.M (Production) & A.G.M (Management) sir.

14. when the factory wastage sales, physically attend with security and store department with permission A.G.M(Management)sir.

15.Supervision DM tour, maintain registered book& their necessary documents.

16.Handling disciplinary action for the employees &worker in accordance with labour law and company policy by the A.G.M.(Management) sir.

17.Write in necessary Notice & letter.

18.Properly maintain total factory employee (o

Any other task time to time provided by the A.G.M(Management)sir &Head office Admin sir

2. **Customer Manager (July 26, 2012 - September 15, 2015)**

Grameenphone

Company Location : nikunja dhaka

Department: Commercial Devision

Duties/Responsibilities:

Support Custoomer over the phone

3. **Executive Supply Chain (April 15, 2010 - May 15, 2011)**

Edison Group (Symphony mobile)

Company Location : Niketon,Gulshan,Dhaka

Department: Material Management

Duties/Responsibilities:

To give information & supply material to the Dhaka center.monitoring customer problem.update management about logistics material update.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc(EEE)	Electrical & Electronic Engineering	Ahsanullah University of Science and Technology	CGPA:2.82 out of 4	2010	4 years
HSC	Science	Rajuk Uttara Model School & College	CGPA:4.9 out of 5	2005	2 years
SSC	Science	Rajuk Uttara Model School & College	CGPA:4.75 out of 5	2003	2 years

Career and Application Information:

Looking For	: Entry Level Job
Available For	: Full Time
Present Salary	: Tk. 15000
Expected Salary	: Tk. 1,50,000
Preferred Job Category	: Engineer/Architect, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Germany

Preferred Organization Types : Banks, Manufacturing (Light Engineering & Heavy Industry), Wholesale, IT Enabled Service, ISP, Computer Hardware/Network Companies, Engineering Firms, Direct Selling/Marketing Service Company, Electronic Equipment/Home Appliances, Group of Companies, Cement Industry, Mobile Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">Electrical/ ElectronicsComputer EngineeringNetwork Engineering	Good knowledge in computer,using internet,programming language c.have knowledge in industrial wiring,substation,generator.repairing mobile,knowledge in Adobe photoshop,sound knowledge in MS Excel,Basic knowledge in java (j2se),working experience in ERP.Basic knowledge in Networking,Router,TCP/IP,DNS Server,Firewall.Knowledge in computer Software & Hardware.Basic Knowledge in HTML & XHTML,Basic Knowledge in CSS,JAVASCRIPT,Knowledge in PHP & MYSQL Database Server.Knowledge in Wordpress.

Extra Curricular Activities:

Good in Playing Cricket,Organize cultural function in versity

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangla	High	High	High

Personal Details :

Father's Name : MD.Imtiaz Ali
Mother's Name : MRS.Robina Akhter
Date of Birth : February 9, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 118,Dattapara Ledhumollah Road,Tongi ,Gazipur
Current Location : Gazipur

Reference (s):

Name : MD.Rabiul Islam
Organization : IFIC Bank
Designation : Manager
Address :
Phone (Off.) :
Phone (Res.) :
Mobile : 017 5565 8703
EMail :
Relation : Academic