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MD MAHBUBUR RAHMAN MASUD

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Career Objective:

To build my career in a position of the IT Sector with major responsibilities that will effectively utilize my technical, communication, leadership, and organizational skills.

Career Summary:

Working on Steviana IT, an established IT Development company in Bangladesh as CEO with major responsibilities of IT Enabled Service and Business Development

Special Qualification:

Adaptability Skills
Good Interpersonal Skills
Administrative Skills
Problem identification and decision Making skills
Computer and technical skills include: Wordpress, SQL, Dreamwaver, Photoshop, Illustrator, Coral Draw, Networking

Employment History:

Total Year of Experience : 10.7 Year(s)

1. CEO (September 18, 2016 - Continuing)

Steviana IT

Company Location : Halmars, Level 7B, 5 Shaheed Shangbadik Selina Parveen Road, Maghbazar, Dhaka- 1217

Duties/Responsibilities:

Business Development
Ensure IT Enable Services
Stuff Management
Policy Making
Business Monitoring

2. Sr. Officer, IT System Support & Administrations (July 23, 2013 - September 7, 2016)

BRAC IT Services Limited

Company Location : House: 115, Road: 05, Niketan, Gulshan, Dhaka

Department: Technology Support

Duties/Responsibilities:

* To provide 1st and 2nd line support for BRAC Bank Ltd. users, to respond to faults and to requests for change, purchase and delivery of new products and services. Ensure all problems are resolved and Help Desk Tickets updated in timely fashion.

* Responsible for providing necessary IT support to BCO staff as well as to the office IT Help Desk. Also provides and assists in analyzing and resolving end-user software and hardware related problems; provides IT support to field based staff; assists in Administering LAN and PC based applications including Lotus Notes, ProMS & Anti-Virus; assists in coordinating IT related training course and provides IT training to staff and specialized training to IT focal person; assists with the introduction and technical operation of computer applications; provides technical support for the BRAC Banks local web site in coordination with other Sections; Install, update, configure and migrate user computers to the latest version of BRAC Banks standard software.

* Progressively responsible work experience in computer information management work including multi-user network and telecommunications, hardware/software installation, user assistance and end-user documentation in support of office computerization.

* To plan, implement and subsequently maintain efficient, cost effective and highly resilient front office production systems (Infrastructure and Applications) and services to Group Audit and IT Technical Standards for BBL business. To support all Projects related implementation, delivery, setup, installation of all IT Hardware Equipments. To give support all necessary PC Installation, Finacle Installation & configuration, Antivirus Installation, all necessary Application Installation for the BBL users.

* To assist in new implementations or upgrades to existing systems, including project management, tracking and reporting. Assemble and manage teams of information systems personnel to design, develop, implement, operate and administer software, networks.

* Meet with vendors (Local) to discuss system requirements, specifications, cost and timelines. Arrange and taking professional operation training to the end user. Established managing Wireless network (WLAN) between SME department (Head office) and 165 SME Unit offices also 59 SME SSSC (Sales & service centers). Using APN SIM in ADN edge modem. To support in IT Hardware Lab and all repairing, changing, up gradation of IT Equipments with proper documentation. Work closely with IT-Operations, IT-Software, ITNetwork, & Communications to provide technical support to BRAC Bank Ltd. users. Total IT setup i.e. ready to use PC for users in Branches single handed. More than 60 BBL-Branches and also setup the pc of SME Automation Project in Dhaka & outside of Dhaka & linked with the server by edge modem.

3. Officer, Technology User Infrastructure (August 12, 2010 - July 22, 2013)**BRAC Bank Limited**

Company Location : ANIK Tower, 220/B Tejgaon I/A, Tejgaon, Dhaka

Department: Technology Operations

Duties/Responsibilities:

* Level 1 IT Support to prominent to end user.

* Installation and configuration banking application to user end remotely and physically.

* Installation and configuration mailing applications to user end remotely & physically.

* Work with systems admin, network service, application development, IT Security and other IT wings.

4. Project Manager (February 15, 2010 - August 9, 2010)

SpiderNet Tcehnology

Company Location : House-366/3,Lane-06, Baridhara DOHS, Dhaka-1206

Department: R&D

Duties/Responsibilities:

Web and Graphics Project Management

5. IT and Graphics Design Executive (April 7, 2008 - February 12, 2010)**Multilink Software Limited**

Company Location : UTC (Level-12), 8 Panthopoth, Dhaka-1215

Department: Software Development

Duties/Responsibilities:

Maintain hardware, software and whole system infrastructure, Graphics Design, Pre Press Design

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bsc Hons in CIS (Awarded from London Metropolitan University)	Computing & Information System	London Metropolitan University	Second Class, Marks :52%	2007	3 Years	Clear Knowledge of Database, Communication System Management, Management Support, Object Oriented
International Advanced Diploma in Computer Studies	Internet Security, Networking, Database and Programming	Daffodil Institute of IT, (Awarded from NCC Board, UK.)	Awarded	2005	1year	2 Distinction, 4 Credit
International Diploma in Computer Studies	Networking, A+, Basic Computing applications, Programming	Institute of Business and Information Technology, (Awarded from NCC Board, UK.)	Awarded	2003	1 Year	1Distinction, 5Credit
HSC	Science	Sunamgonj Govt Collage	First Division, Marks :62%	2002	2year	-
SSC	Science	Govt Zublee High School, Sunamgonj	First Division, Marks :68%	1999	-	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
BEE Team	Working as a team, Relationship among team members, Working environment, Helping Attitudes, Problem Solving, Risk taking, Decision Making	Future Leaders	Bangladesh	BCDM, Savar	2014	2 Days
Stress Management	Workload management, group contribution, individual contribution.	BRAC Bank Limited	Bangladesh	Anik Tower 9th Floor, 220/B Tejgaon I/A, Dhaka	2011	1 Day
IT Security	Environmental Security, Infrastructure Security, Software Security	BRAC Bank Limited	Bangladesh	Anik Tower 9th Floor, 220/B Tejgaon I/A, Dhaka	2010	2 Days

Professional Qualification:

Certification	Institute	Location	From	To
Graphics Design	Bangladesh Skills Development Institute (BSDI)	Mirpur Road, Dhanmondi, Dhaka	August 4, 2005	December 19, 2005
International Advanced Diploma in Computer Studies	Daffodil Institute of IT (Under the NCC Education Board, UK)	Dhaka, Bangladesh	March 20, 2004	March 20, 2005
International Diploma in Computer Studies	Institute of Business and IT (Under the NCC Education Board, UK)	Sylhet, Bangladesh	December 31, 2002	December 31, 2003

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 100000
 Expected Salary : Tk. 40,000
 Preferred Job Category : IT/Telecommunication, Marketing/Sales
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : China, Afghanistan, Australia, Austria, Bahrain, Belgium, Myanmar, Canada, Denmark, Egypt
 Preferred Organization Types : Investment/Merchant Banking, Wholesale, College, Advertising Agency, Design/Printing/Publishing, IT Enabled Service, ISP, Public Relation Companies, Buying House, Audit Firms /Tax Consultant, Airline, Cosmetics/Toiletries/Personal Care

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • MS Word/ Excel/ PowerPoint/ OneNote • Adobe Photoshop/ Illustrator • MySQL • MS Access • DreamWeaver • Macromedia Flash MX • WordPress • Web Developer • OsCommerce 	Specialized in computing, basic programming, hardware/software maintenances and trouble shooting, internet, graphical softwares, office management software applications, business softwares, video and audio editing/mixing/mastering softwares, relevant with windows Mac and Linux operating System. Able to generating formal official documents. Familiar with active business plan.

Extra Curricular Activities:

Guitar, Music, Football, Cricket.

Language Proficiency:

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

Personal Details :

Father"s Name : SAYDUR RAHMAN FARUQUE
Mother"s Name : HENA RAHMAN
Date of Birth : March 6, 1983
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Muslim
Permanent Address : Rahman Monzil, Onabil-59/2, Kazir Point, Sunamgonj-3000
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Dr. Md. Fokhray Hossain	Dr. Sagir U Ahmed
Organization	: Daffodil International University	Mirror Multimedia
Designation	: Head of the Department of CSE, CIS, CS	General Manager
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Relation	: Academic	Professional
