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MD.MASUM PARVES

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Career Objective:

In line with my continued interest and performance in COMPUTER Science & Engineering I have decided to build up my career in the professional field and to prove myself as a sincere and energetic person through extensive hard working and integrity.

Career Summary:

4 years work experience in the field IT specially Maintain a mid-large domain based network having 70 workstation, Configure and maintain the network of the company including LAN, HR payroll software, Tally Software, Dotnet software, Hands on experience in ERP solution system implementation project, hardware & Software trouble shooting, MS office package, Configure MS Outlook & outlook Express etc. Handling of the Time & Attendance and Payroll software
Improve the Time & Attendance

Special Qualification:

Successfully completed the 7th semester with 1st three months experience in Industrial Attachment Training program from Stertek Associates`

Employment History:

Total Year of Experience : 4.8 Year(s)

1. **IT Executive (March 2, 2017 - Continuing)**

Ayesha Clothing Company Ltd.- ACCL-2(ALP) (Palmal Group)

Company Location : Bangabondhu Road, Tongabari, Ashulia, Savar, Dhaka

Department: IT

Duties/Responsibilities:

1. Maintain all hardware & trouble shooting.
2. Installation & Maintenance all Printers, Scanners & Attendance machines.
3. Communicate with vendors, suppliers & others for IT Device related Service.
3. Set up new users.
4. MS-Office Outlook for all users Mail Correspondence.
5. Utility software for users requirements.
6. Antivirus installation to all Desktops & Laptops & Maintain Day remaining Logs.
7. Maintenance & Data backup HR-Payroll Server.
8. Design LANs, WANs internet/intranet.
9. Network connectivity trouble shooting, Ping, MRTG, Communication 10. protocols, configuration, Integration & resolve all networks problems.
11. Communicating & negotiating with ISP when Fiber & Radio Connectivity down & resolve the problem.
12. All kinds of IT related support when comes Buyers, Merchandisers, Buying QC & 3rd party Auditors.
13. Provide technical support our internal users & Buying QC for various Vendors-Portal & also provide technical support.
14. Creating purchase requisition for IT related all Products by using ERP-Software System.
15. Ensuring & Maintenance IT system Database or IT Inventory keep up to date.
16. Follow up all kind of IT related system.

2. Executive (IT) (March 16, 2016 - February 28, 2017)

Globus Garments Ltd. (Dekko Group)

Company Location : Mouchak, Kaliakoir, Gazipur.

Department: IT

Duties/Responsibilities:

Provide IT support to end user for their desktops, laptops, wireless routers, scanners, printers, and other IT assets.

Installing and configuring computer hardware, operating system and applications.

Monitoring and maintain computer system and networks

Security Management of IT system, IT system management.

Installation, Sharing & Maintenance all Printers, Scanners.

Configuring & Maintaining MS-Office Outlook for all users Mail Correspondence.

Have to handle & manage Various Utility software for users requirements.

Antivirus installation to all Desktops & Laptops & Maintain Day remaining Logs.

Network connectivity trouble shooting, Ping, Communication protocols, configuration, Integration & resolve all networks problems.

Communicating & negotiating with ISP when Fiber & Radio Connectivity down & resolve the problem.

Provide all kinds of IT related support when comes Buyers, Merchandisers, Buying QC & 3rd party Auditors.

Creating purchase requisition for IT related all Products by using ERP- Software System.

3. Sr.Officer-IT (March 1, 2014 - March 7, 2016)

Aman Sweaters Ltd.

Company Location : Raja Gat Fulbaria,Savar.Dhaka

Department: IT

Duties/Responsibilities:

1. Maintain a mid-large domain based network having 30 workstation.
2. Handling system security with disaster recovery.
3. Maintaining Windows Server 2003 Database server including periodic backup.
4. Managing about 30 computer users with specific credentials.
6. Hands on experience regarding automated attendance system.
7. Maintain CCTV system, and Radio link.
8. Configure Microsoft outlook & outlook Express.
9. Troubleshoot hardware, software and network operating system.
10. Inspect LAN equipments and identify problem and provide solution to these problem.
11. Provide user support on IT related issues.
12. Advise staff of security breach and/or change in password or security status.
13. Handling of the Time & Attendance and Payroll software.
14. Improve the Time & Attendance and Payroll process.
15. Prepare remuneration budgets, forecasts and management reports.
16. Any other related tasks as and when assigned.
17. Handle the Time & Attendance and Payroll function.
18. Data entry /workers personal information entry in software.
19. Daily in /out data check
20. Leave record and calculation
21. Monthly Salary disbursement

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bsc Engineering	Computer Science & Engineering	Atish Dipankar University of Science and Technology	CGPA:2.86 out of 4	2014	3 years	100%
Diploma Engineering	Computer	Tangail Polytechnic Institute	CGPA:3.02 out of 4	2011	4 Years	100%
SSC	Computer	Tangail technical School & collage	CGPA:3.64 out of 5	2006	2 Years	100%

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware&Networking.	1. Computer Assembly 2. Computer Hardware Trouble Shooting 3. Basic Network Concepts 4. Office Package Complete.	Stertrek Associates	Bangladesh	53/1 New Elephant Road, Dhaka-1207	2010	3 Months

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 20000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Garments/Textile, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Australia, Canada
 Preferred Organization : IT Enabled Service, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Garments, Group of Companies, Garments Accessories

Personal Details :

Father"s Name : MD.Abdur Rashid
Mother"s Name : Farida begum
Date of Birth : October 11, 1990
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Adi tangail, Tangail
Current Location : Dhaka

Reference (s):

Name : MD:Hazrat Ali Akanda
Organization : Aman Sweater LTD.
Designation : FActory Manager
Address : Rajaghat
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EMail :
Relation : Others
