

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

Last Updated : **October 21, 2018**

MD.SHAHIDUL ISLAM

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Career Objective:

To work in a challenging field where,I can explore my talent.To make the environment a haven place with my work & moral behavior.Having the intention to work with creativity,honesty,sincerity and to learn,grow and eventual take greater responsibility.

Career Summary:

My total Job experience is 4.6 Years +
Asst. Manager & Manager, Procurement & SCM in Sonic prime Group
Rangpur sadar from 06.04.2016 to 30 Sep.2018
Marketing Manager,IT in SA Websoft Aftab nagar ,Dhaka. From 1st Oct 2015 to 1st April 2016
IT & Purchases Officer in Eduaid,
Dhanmondi Dhaka-1209 from March '14 to Oct`15. Executive, IT (Contractual) in S A Websoft, at Aftab nagor Dhaka. from Jan'12 to Feb'14. Sales Executive in Aarong at Mogbazar outlet. from July-2007 to Dec-2007

Special Qualification:

PGDNT & Microsoft Vendor Certified an MCITP, Web developer, have strong skill in English both in writing & speaking. Router Configuration, LAN/WAN. & huge experience in , procurement & SCM,Food & Beverage, Chemical, spare parts,VAT, LC & so on..

Employment History:

Total Year of Experience : 4.7 Year(s)

1. Manager,SCM (August 1, 2016 - September 30, 2018)

Sonic Prime Group

Company Location : Pirzabad, Mominpur, Badargonj, Rangpur

Department: SCM

Duties/Responsibilities:

Duties/Responsibilities:

- Looking after the overall part of SCM that includes Commercial, Purchase, Procurement, Logistics & inventory Management.
- Plan, execute and maintain purchase department as per Management guidance.
- Maintain seamless, high quality, and stress free delivery of necessary supplies for the Company.
- Communicate with transport for smooth and timely operations of activities related to import &

export.

- Handling with all kinds of L/C (Export/ Import) related issues and banking functions.
- Check all invoices, packing list, B/L and shipping documents.
- Communicate with Bank, Buyer, Shipping Line, Forwarder, C&F Agent and Transport for smooth and timely operations of activities
- Need to plan and organize the supply of goods and raw materials from suppliers and manufacturers.
- Organize and negotiate purchase credit arrangement and payment.
- Execute purchasing functions accurately and on time.
- Develop relationships with suppliers that are beneficial to the company.
- To work on product sourcing and vendor development.
- Finalize Procurement Plan within estimated time frame.
- Ensure the materials are bought at the most competitive price and delivered on time for production.
- Establish strategic relationships with key suppliers who are aligned with the company's needs.
- Manage and control all the external suppliers with particular emphasis on the purchase of materials for production.
- Ensure close working relationships with associated departments, Sales & Marketing, Factory etc.
- Communicate with the Finance & accounts departments to ensure the easy flow of payment
- To lead the purchases team at home.
- Ensure daily & monthly purchases report.

2. **Asst.Manager, Purchases & Procurement (April 6, 2016 - July 30, 2016)**

Sonic prime Group

Company Location : H-420,Road-06, Mirpur DOHS Dhaka. Industrial park in Uttar Mominpur, Rangpur Sadar

Department: Supply Chain Management

Duties /Responsibilities:

- Ensure availability of materials, machinery, spares and consumables as per the needs of the company timely and effectively.
- Collection of purchase requirements submitted by the concerned units.
- Quotation collection from various suppliers.
- Ensure checking of price of the procured products by visiting the market frequently and prepare comparative statement.(CS)
- Search for new and alternative supply sources.
- Ensure timely delivery of the requested materials.
- Collection and processing of bills for ensuring timely payment.
- Provide purchase related reports as and when required By Management.
- Continuously evaluate performance of suppliers and maintain eligible list of reputed and capable suppliers who do ethical business.
- Establish and maintain high standards of relationships with suppliers for the most cost-effectiveness and favorable service.
- Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- Working with team members and Procurement Manager to complete duties as needed.

3. **Marketing Manager,IT (October 1, 2015 - April 1, 2016)**

S A Websoft

Company Location : Aftab nagar,Dhaka - 1212

Department: IT

Duties /Responsibilities:

- ▣ Web development, Web Marketing, LAN & Router configuration, all type of IT Solution.
- ▣ Assist the line manager to develop all necessary purchase related documents, forms, formats, charts etc.
- ▣ All kinds of Software Marketing, E- mail marketing, Bulk-SMS marketing , professional training related marketing ,IT and security product marketing,
- ▣ Maintain excellent relationship with existing and new customer, create and develop market
- ▣ Introduce new ideas and processes that further facilities the smooth running of business

- ▣ Analysis of Competitors Activities
- ▣ Monitoring and ensuring total smooth process flow of every client.
- ▣ You may be assigned with any additional responsibility at any time, at the sole discretion of the Management.

4. **IT & Purchases Officer (March 1, 2014 - November 30, 2015)**

Eduaid

Company Location : H 66/A, R 8/A, Dhanmondi, Dhaka - 1209

Department: IT & Purchases

Duties /Responsibilities:

- Estimating and establishing cost parameters and budgets for purchases
- Maintain accurate records of purchases and pricing & good relationship with corporate suppliers.
- Maintain records of purchases, pricing, and other important data
- Review and analyze all vendors/suppliers, supply, and price options
- Maintain and setup, hardware and software troubleshooting and installation. → Router, switch, printer, UPS, and firewall Management.
- Ensures security protection of the LAN and WAN.

- Development, Maintain and upgrade the Company website. → Provide support to all users for networking, internet facility and smooth working of desktop, laptop, printer, scanning and e-mail CCTV/ IP Camera, Biometric Finger.
- Facilitate the development of the internal IT application.
- Maintain Records of Receipt of outgoing and incoming mail. → Develop and maintain documentation.
- Assist in data entry and provide technical support to the company Manager, experts and others using the database to input or maintain documentation.
- Maintain Company CRM Insightly Smoothly.(above 1200 Clients)

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
M A	Islamic History & Culture	Jagannath University	Second Class, Marks :57%	2009	1 Year (Exam held in 2012)	-
B A (hons)	Islamic History & Culture	Jagannath University	Second Class, Marks :53%	2008	4 Years (Exam held in 2011)	-
Computer Networking Technologies	Networking	IDB-BISEW	Awarded	2013	18 Months	MCITP, MCTS, MCSA & MCP
HSC	Humanities	Kaltapara Fazil Madrasah	CGPA:2.92 out of 5	2003	2 Years	-
SSC	Science	Kaltapara Fazil Madrasah	CGPA:3.83 out of 5	2001	2 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Networking Technologies	LAN, WAN, MAN Setup, Web developing, All kinds of IT Translation & Solution, IT	Bangladesh Computer	Bangladesh	Agargoan, Dhaka	2013	6 Months

Web Development	Marketing ICDL,A+,Network+,Windows7,,Win Server 2008R2 ADDS,Configuring win Server 2008R2 Network Infrastructure,Configuring Win Server2008R2 Application Infrastructure,Win Server2008R2,Red Hat Enterprise Linux.	Council (BCC)				
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Professional Qualification:

Certification	Institute	Location	From	To
Internship	BCC (Bangladesh Computer Council)	Agoargoon, Dhaka	February 1, 2014	June 30, 2014
Network technology	IDB-BISEW	Sher a bangla nagar, Agargoon,Dhaka	February 1, 2012	July 30, 2013

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 22,000
Preferred Job Category	: Commercial/Supply Chain, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: United Kingdom, Canada, Switzerland
Preferred Organization Types	: Multinational Companies, Consulting Firms, Buying House, Food (Packaged)/Beverage, Immigration & Education Consultancy Service

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> IT Support Service IT & Software Marketing LAN/ WAN SCM Purchases & Procurement Customer Support/ Client Service Data Conversion Data Entry Operator (Both English & Bengali) Marketing Security 	I am expert in Represent products to Customer, Computer Hardware engineering, Data conversation, Data entry, Software Development, All kinds of IT Support, Routing & Switching, LAN WAN Setup, CCTV, IP Camera, Finger print, Purchases, Sources, Procurement & SCM Food & Beverage , Chemical , Spare parts, Tea Buying and Blending etc.

Extra Curricular Activities:

VAT, local & International purchase, LC Tea Buying and Blending.

Language Proficiency:

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

Personal Details :

Father's Name : A. SAMAD
 Mother's Name : Isla Khatun (Khoki)
 Date of Birth : February 1, 1987
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : ISLAM
 Permanent Address : vill: & P.O: Mogolbasa P.S & Dist: Kurigram
 Current Location : Rangpur Division

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Shahadat Ali Sarker	A. F. M. Bakabillah
Organization	: Prime Medical College & Hospital	Consultant Show & Tell Consulting Ltd
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Relation	: Relative	Academic