

Last Updated : **August 10, 2014**

MD.SAJEDUL ALAM

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Career Objective:

To work in a position this will provide me with an opportunity to utilize my ability and qualification and offers prospective career.

Special Qualification:

To work in many IT field in the market .

Employment History:

Total Year of Experience : 12.3 Year(s)

1. Asst. Manager, IT and MIS (February 17, 2014 - Continuing)

Taufika Energy Co. Ltd

Company Location : Dhaka, Bangladesh

Department: MIS and Marketing

Duties/Responsibilities:

- ï® To work with ERP implementation team.
- ï® Partake in hardware sizing and finalizing the hardware along with the vendors
- ï® Perform and collaborating in:
 - o Business Information Warehouse.
 - o Network administration (LAN & WAN).
 - o Backup administration.
- ï® Using Pivot table to Create, modify, update and submit all kind of sales and other report in the system format to the top level management every day.
- ï® Continuously assessing the current business process and seeking to implement new system to run the business more effectively & efficiently through ERP.
- ï® Analyze the business requirement and prepare functional specification to achieve the requirement through ERP.
- ï® Develop the process / enhance the existing system to achieve the business need.
- ï® Working with maintenance and support team to provide ongoing maintenance of systems.
- ï® Creates and manages system documentation for those systems developed or modified in SQL data management system.
- ï® Guiding, supporting and mentoring of system development, customization/configuration and transferring process knowledge to team members.
- ï® To Use System formula and pivot table for analysis and quantitative reporting.
- ï® Security and network policy formulation and implementation.
- ï® Arrange for training of the team members, if required.
- ï® Carefully observe technology trends globally and locally and suggest and adopt necessary changes/improvements.

2. Asst Manager IT (August 15, 2013 - January 31, 2014)

Cellaxs (Mobile Accesories)

Company Location : Ohio, Cleveland

Department: IT

Duties/Responsibilities:

i) To work with ERP implementation team. ii) Partake in hardware sizing and finalizing the hardware along with the vendors iii) Perform and collaborating in: o Business Information Warehouse. o Network administration (LAN & WAN). o Backup administration. iv) Using Pivot table to Create, modify, update and submit all kind of sales and other report in excel format to the top level management every day. v) Continuously assessing the current business process and seeking to implement new system to run the business more effectively & efficiently through ERP. vi) Analyze the business requirement and prepare functional specification to achieve the requirement through ERP. vii) Develop the process / enhance the existing system to achieve the business need. viii) Working with maintenance and support team to provide ongoing maintenance of systems. ix) Creates and manages system documentation for those systems developed or modified in SQL data management system. x) Guiding, supporting and mentoring of system development, customization/configuration and transferring process knowledge to team members. xi) To Use Excel formula and pivot table for analysis and quantitative reporting. xii) Security and network policy formulation and implementation. xiii) Arrange for training of the team members, if required. xiv) Carefully observe technology trends globally and locally and suggest and adopt necessary changes/improvements.

3. Asst Manager (March 1, 2012 - August 1, 2013)**Taufika Energy Co. Ltd.**

Company Location : Banani

Department: IT

Duties/Responsibilities:

i) To work with ERP implementation team. ii) Partake in hardware sizing and finalizing the hardware along with the vendors iii) Perform and collaborating in: o Business Information Warehouse. o Network administration (LAN & WAN). o Backup administration. iv) Using Pivot table to Create, modify, update and submit all kind of sales and other report in excel format to the top level management every day. v) Continuously assessing the current business process and seeking to implement new system to run the business more effectively & efficiently through ERP. vi) Analyze the business requirement and prepare functional specification to achieve the requirement through ERP. vii) Develop the process / enhance the existing system to achieve the business need. viii) Working with maintenance and support team to provide ongoing maintenance of systems. ix) Creates and manages system documentation for those systems developed or modified in SQL data management system. x) Guiding, supporting and mentoring of system development, customization/configuration and transferring process knowledge to team members. xi) To Use Excel formula and pivot table for analysis and quantitative reporting. xii) Security and network policy formulation and implementation. xiii) Arrange for training of the team members, if required. xiv) Carefully observe technology trends globally and locally and suggest and adopt necessary changes/improvements.

4. Sr. Executive (System Administrator) (March 3, 2010 - February 28, 2012)

Quartel Infotech Limited (Motorola & Maximus)

Company Location : Gulshan 1

Department: MIS

Duties/Responsibilities:

- To work with ERP implementation team
- Partake in hardware sizing and finalizing the hardware along with the vendors
- Perform and collaborating in:
 - o Business Information Warehouse
 - o Network administration (LAN, WAN & Satellite)
 - o Backup administration
- Business intelligence and data warehousing
- Planning and setting up disaster recovery site.
- Continuously assessing the current business process and seeking to implement new system to run the business more effectively & efficiently through ERP
- Analyze the business requirement and prepare functional specification to achieve the requirement through ERP
- Develop the process / enhance the existing system to achieve the business need.
- Working with maintenance and support team to provide ongoing maintenance of systems
- Creates and manages system documentation for those systems developed or modified
- Guiding, supporting and mentoring of system development, customization/configuration and transferring process knowledge to team members
- Overall lead role of the ICT team assigned to the merchandising management project
- Data and system analysis and quantitative reporting
- Analyze business processes and explore feasibility of automation and implement after getting the "go-ahead"
- Security and network policy formulation and implementation
- Arrange for training of the team members, if required
- Carefully observe technology trends globally and locally and suggest and adopt necessary changes/improvements

5. Client & MIS Executive (April 21, 2009 - April 29, 2010)**Inspirations Ltd**

Company Location : Gulshan

Department: MIS Department

Duties/Responsibilities:

- Worked directly with top management.
- Solved all kinds of IT related problems.
- Collect all kinds of software and solution from the market.
- Maintain all kinds of IT related goods.
- Maintenance of LAN and Mac network system.
- Handled various accounts such as ILO (TVET), MEGHNA GROUP (Raleigh bicycles) to name a few.

6. Executive , Business Development (November 6, 2008 - March 4, 2009)

IOM International Office Management

Company Location : Land Mark Building (3rd Floor), 12-14 Gulshan C/A

Department: Solution

Duties/Responsibilities:

• Making a marketing plan, developing a new product, and collecting information about all kind of product & consumer needs and demand.

• Establish & maintain media relationship.

• Identify packaging improvement to ensure continued competitive advantage.

• Planning pricing strategy, advertising and promotional sales support materials.

• To ensure consumer and integrated marketing communication.

• Give support to professional Research agencies

7. Project (September 2, 2008 - September 10, 2008)**Half Stop Down**

Company Location : Dhaka

Duties/Responsibilities:

To make a list of product.

To arrange a list of prop.

8. MIS OFFICER (Internship) (May 22, 2008 - August 10, 2008)**THE CITY BANK**

Company Location : MOTIJEEL

Department: RFC

Duties/Responsibilities:

• Managing an information system to store all kind of credit related information.

• Supported credit analyst for making decision about the consumer's loan.

9. Student worker (January 17, 2006 - December 28, 2007)**East West University**

Company Location : 43, 45-46, 49 Mohakhali C/A

Department: BBA

Duties/Responsibilities:

• Creating Word and Excel documents to support the lecture's everyday work.

• To keep class participation, Record the score of the student, best of the score recorded automated grading publication.

10. Faculty Networking & Hardware (December 22, 2005 - February 22, 2006)**TAFE Bangladesh Ltd**

Company Location : Iskaton Garden

Department: Networking

Duties/Responsibilities:

• Worked along with top management to Develop Network and administrator.

• Supervised recruitment process of the Network and other senior level officers.

• Worked along with top management to modify and overlook network policy and training policy.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|---|-------------------------------|--|--------------------|----------|----------|--------------------------------------|
| Masters of Business Administrator (MBA) | Management Information System | American International University Bangladesh | CGPA:3.75 out of 4 | 2013 | 2 Years | MBA on Management Information System |
| BBA | Management Information System | East West University | CGPA:3.1 out of 4 | 2008 | 4 years | Major in MIS & Marketing |
| CCNA | Router and ACL | AIUB | First Division | 2007 | 6 Month | Routing & Other Acl |
| HSC | Business Study | National Bank Public School and College | CGPA:3 out of 5 | 2003 | 2 years | - |
| SSC | Business Study | I.E.S.School | CGPA:3.5 out of 5 | 2001 | 2 Years | - |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|-----------------------------------|-----------------------------------|---------------------|------------|-------------|------|----------|
| Red Hat Certified Engineer à RHCE | Red Hat Certified Engineer à RHCE | Triangle Instituted | Bangladesh | Dhaka | 2012 | 6 |
| Programming Languages | Software Development | NIIT | Bagladesh | Shaninagar | 2004 | 1 year |
| Web Page Design | Web developer | NIIT | Bangladesh | Dhaka | 2004 | 2 month |
| Networking | LAN and WAN | NIIT | Bangladesh | Shantinagar | 2004 | 1 year |

Professional Qualification:

| Certification | Institute | Location | From | To |
|----------------------|--|----------|-------------------|-------------------|
| Persident of IT Club | National Bank Public School and Cllege | Dhaka | December 12, 2001 | December 12, 2002 |

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 25000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Chattogram, Dhaka
 Preferred Country : Germany, Italy, Malaysia, Sweden, Thailand, United States, Australia, Canada, Maldives, Singapore
 Preferred Organization : Insurance, Advertising Agency, Event Management, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Embassies/Foreign Consulate, Market Research Firms, Consulting Firms, Buying House, Immigration & Education Consultancy Service, Real Estate

Specialization:

| Fields of Specialization |
|--|
| <ul style="list-style-type: none"> • DreamWeaver • FrontPage • HTML/ DHTML • MS Word/ Excel/ PowerPoint/ OneNote • Windows 2000/ 2003 Server(s) • Windows Administration • MS Small Business Servers • Mac OS X • Cisco |

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | Medium | Medium |
| Bengali | Medium | Medium | Medium |
| Hindi | Low | Low | Medium |

Personal Details :

Father"s Name : MD.Mokshed
 Mother"s Name : Josna Begam
 Date of Birth : January 10, 1983
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 220/1 Nayatola Moghbazar Dhaka-1217
 Current Location : Dhaka

Reference (s):

| | <u>Reference: 01</u> | <u>Reference: 02</u> |
|--------------|---|-----------------------------|
| Name | : Sattyajit Das | Mahmud Zubayer |
| Organization | : Manager | East West University |
| Designation | : Solution Business | Senior lecturer |
| Address | : Land Mark building (3rd Floor) : ,12-14 Gulshan C/A | 43, 45-46, 49 Mohakhali C/A |
| Phone (Off.) | : | |
| Phone (Res.) | : | |
| Mobile | : 01920479027 | 01715401402 |
| EMail | : | |
| Relation | : Professional | Academic |
