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MD. ABU ALI ARIZI

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Career Objective:

To develop working career in any dynamic and challenging organization that permits the best use of potential with prospects of advancement.

Career Summary:

Dynamic entrepreneur who utilizes creativity, leadership and teamwork to design and execute solutions that create customer value. Effective communicator with ability to create marketing materials that convey value for both clients and end users.

Special Qualification:

Object Oriented Programming (OOP) & ASP.Net (C#)

Employment History:

Total Year of Experience : 10.6 Year(s)

1. **Executive, Support Engineer, IT (September 17, 2016 - Continuing)**

Bashundhara Group

Company Location : Plot#56/A, Block A D Bashundhara Industrial
Headquarter-2 Bashundhara R/A Dhaka-1229,
Department: BGIT

Duties/Responsibilities:

Excellent technical support of pcs and desktop hardware, Software troubleshooting
Working technical knowledge of current protocols, operating systems and standards.
Operate tools, components and peripheral accessories.
Windows 10, Windows 8, Windows 7, Windows 2000/2003/2008 experience
Routers, switches and firewall maintain, TCP/IP, SQL, PCI-DSS Knowledge
Microsoft Office support & all Outlook version to end user support
Working knowledge of SMS, AD, Exchange and remote control tools
Maintain all software applications used within the organization
Trouble shoots of CCTV System, Data Backup of CCTV System.
Setup & installation Access Controller Device & ID Card printer.
Develops, tests, documents, implements and enhances backup and recovery procedures,
including schedule coordination with the Job Scheduling staff.
Install SAP & adding different types of working module
Install Tally, Quick Book, Accounts related all Application.

Skill Development at BG

Analytical and problem solving skills
Good communication (both verbal and written) skills
Planning and organizing skills
Good administration management skills
Strong listening skills
Able to operate effectively in a team environment with both technical and nontechnical team members
Able to operate with minimal supervision
Able to manage time effectively, set priorities appropriately, schedule calls
Able to maintain professional demeanor under stress
Able to operate within customer standard operating procedures

2. IT & MIS Officer (November 9, 2015 - September 15, 2016)

Marie Stopes Bangladesh

Company Location : House# 6/2, Kazi Nazrul Islam Road, Block# F, Lalmatia Housing State, Dhaka-1207, Bangladesh

Department: IT & MIS

Duties/Responsibilities:

Ensure the smooth running of all IT systems like Active Directory with Windows Server 2012, Mail Server, Antivirus Server , Backup server for Data, MAP Drive user, FTP and file sharing.

Working with IVR Device and Call Center Software.

Maintain & Manage wireless network.

Maintain and update organizations web site

Maintain and update accurate inventory of technology hardware, software and resources of the Organization.

Handling IT related procurements of the Organization whether hardware, software solutions or services.

Monitoring branch office in Bangladesh via remote connectivity and ensure the support

Follow up IT security including latest virus protection and prevention mechanisms all over Organization network area

Installing and maintenance sun system.

Assists to prepare and tracking monthly MIS reports.

Assist in preparation of the IT budget and monitor spending

Attend meetings and Training session at field offices when required to give advice/assistance on IT issues.

3. IT Support Executive (September 7, 2014 - October 31, 2015)**Coffey Int. Development Ltd.**

Company Location : 5th Floor Plot 4 Road 12 Block J Baridhara Dhaka 1212

Department: IT

Duties/Responsibilities:

Given full IT Support the Australia Awards Bangladesh are managed by Coffey International Development on behalf of the Australian Government.

Microsoft Exchange Server, SharePoint, Lync, Site

Maintain(<http://australiaawardssouthwestasia.org/>)

Windows Server 2008 Maintain

MikroTik Router Maintenance, DHCP and Static IP.

Install and Maintain CCTV Camera,DVR & IP Camera.

Maintain, update and replace computer hardware, software or related support systems.

Stream-Lined user mail account maintain in office outlook 2010.

Computer Desktop/Laptop, computer hardware and network problems, identify, diagnose, and solve internet connectivity problems & troubleshoot.

Installation and troubleshoot of network printers.

MS- Office MS-Word, Excel, Publisher Adobe Photoshop, Illustrator.

4. IT Executive (September 1, 2013 - August 31, 2014)

Tandem Fashion Ltd, Tandem Sweaters Ltd.

Company Location : 80, Chamurkhan, Uttarkhan, Uttara, Dhaka-1230

Department: IT

Duties/Responsibilities:

Windows 2003 Server Maintenance.

Install and Maintain CCTV Camera,DVR & IP Camera.

Maintain, update and replace computer hardware, software or related support systems.

Stream-Lined user mail account maintain in office outlook 2010.

Computer Desktop/Laptop, computer hardware and network problems, identify, diagnose, and solve internet connectivity problems & troubleshoot.

Installation and troubleshoot of network printers.

MS- Office Ms- Word, Excel, Publisher Adobe Photoshop, Illustrator.

5. Executive IT & Trade (January 1, 2009 - August 29, 2013)**GQ Securities Ltd**

Company Location : Hossain Chamber, 43, Dilkusha, Motijheel C/A, Dhaka-1000.

Department: IT & Trade

Duties/Responsibilities:

Configure, install, maintain, update and replace computer hardware, software or related support systems.

Windows 2008 Server Maintenance.

Install and Maintain CCTV Camera,DVR & IP Camera.

Troubleshoot computer Desktop/Laptop, computer hardware and network problems, identify, diagnose, and solve internet connectivity problems.

Installation and troubleshoot of network printers.

MS- Office Ms- Word, Excel, Publisher Adobe Photoshop, Illustrator.

6. IT Officer (May 1, 2008 - December 31, 2008)**Compugates Int. BD. Ltd**

Company Location : Rapa Plaza,5th Floor, Suit 5.04, House No-1, Road-26, Dhanmondi

Department: IT

Duties/Responsibilities:

Replace computer hardware, software or related system.

Maintain network system.

Set up, maintain, and streamline users accounts, e-mail accounts.

Network printers installation and troubleshoot and Full Branch Support.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
M.Sc in Computer Science	Computer Science	National University	Second Class	2012	1 Year
B.Sc Hons in computer science	Computer Science	National University	Second Class, Marks :58%	2006	4 year
HSC	Science	Nilphamari Govt. College	Second Division, Marks :55%	2002	2 Years
SSC	Science	Matukpur High School	First Division, Marks :72%	2000	2 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
WIN 7 & MS Office 2007	Expert in WIN 7	New Horizons	Bangladesh	Gulshan-1, Dhaka, Bangladesh	2010	30 Hour
Basic PHP	Core PHP, Database	Institute of Science & Technology	Bangladesh	House # 54, Road # 15A, 26, Dhanmondi, Dhaka	2008	45 Hour

Professional Qualification:

Certification	Institute	Location	From	To
Object Oriented Programming (OOP) & ASP.Net (C#)	Bangladesh Association of Software & Information Service(BASIS)	BDBL Bhaban (5th Floor), 12 Kawran Bazar, Dhaka	January 28, 2013	March 20, 2013

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 30245
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Banks, Telecommunication, College, ISP, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, NGO, Multinational Companies, Engineering Firms, Textile, Pharmaceuticals, Share Brokerage/ Securities House

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • C# • C++/ VC++ • HTML/ DHTML • JavaScript • MySQL • PHP • Ajax • ASP.Net • IT System Management • Network Engineer/ Network Administrator 	Well

Language Proficiency:

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

Personal Details :

Father"s Name : MD. MOKBUL HOSSAIN
Mother"s Name : UMME KULSUM LILY
Date of Birth : May 30, 1985
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : ISLAM
Permanent Address : UTTAR MATUKPUR, DOMAR, NILPHAMARI.
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Kanchan Khisa	Md. Anisuzzaman Rana
Organization	: Coffey International Development	Marie Stopes Bangladesh
Designation	: Country Scholarship Coordinator-Bangladesh	IT Manager
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Relation	: Professional	Professional
