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

Last Updated : *June 11, 2018*

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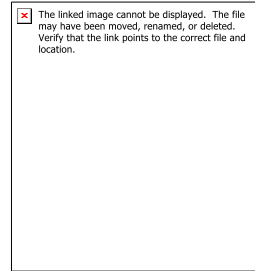
MD. SADDAM HUSSAN

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Career Objective:

To enter on a well organization in a suitable position having the invention to work with honestly sincerity & to lean. learn grow eventually take greater responsibilities & face the challenges of the time,gain experience &skill for successful career.

Career Summary:

As a good opportunity

Special Qualification:

BSc in CSE

Employment History:

Total Year of Experience : 7.8 Year(s)

1. **Executive -HR & payroll (May 5, 2015 - Continuing)**

   Apex Holdings Ltd
   Company Location : Chandra, Kaliakoir, Gazipur
   Department: HR & Payroll
   Duties/Responsibilities:
   1. Maintain Payroll management system.
   2. Prepare Monthly Salary Sheet.
   3. Handling Oracle software efficiently.
   4. Enter OT hours to the HRMS by 10th day of each month without any error
   5. OT analysis and generate need-based OT report.
   6. Checking attendance, OT in the software.
   7. Prepare ID card from the software.
   8. Do the separation works of the workers & staffs.
   9. Prepare different reports needed by the management from the Oracle software.
   10. Enters data into computer system.
   11. Compile data and prepare a variety of reports.
   12. Investigates questionable data.
   13. Developing & troubleshooting of Oracle Software.
   14. To follow up Full and final settlement in employee.
   15. To maintain any shifting system.

16. Annual Leave calculation & analysis.
17. Have a sound knowledge of S/L, C/L, A/L, P/L & Short Leave & totally calculation.
18. Have a sound knowledge of Maternity Leave.

2. **Executive- Payroll (December 25, 2012 - April 30, 2015)**

Stylo Fashion Garments Ltd.
Company Location : Nanduain, Bhawal Mirzapur, Gazipur
Department: HR & Payroll
Duties/Responsibilities:
1. Maintain Payroll management system.
2. Prepare Monthly Salary Sheet.
3. Handling KORMEE software efficiently.
4. Enter OT hours to the HRMS by 10th day of each month without any error
5. OT analysis and generate need-based OT report.
6. Checking attendance, OT in the software.
7. Prepare ID card from the software.
8. Do the separation works of the workers & staffs.
9. Prepare different reports needed by the management from the KORMEE software.
10. Enters data into computer system.
11. Compile data and prepare a variety of reports.
12. Investigates questionable data.
13. Developing & troubleshooting KORMEE Software.
14. Generate new dynamic report by using Crystal Report Software.
15. SQL server maintain.

3. **Asst:Computer Engineer (December 1, 2010 - November 30, 2012)**

Arban IT Solution
Company Location : Netrokona
Department: IT
Duties/Responsibilities:
Computer, Hardware & Software Troubleshooting
Network (LAN, WAN) development & troubleshooting & All kinds of IT activities. &

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Computer Sciences & Engineering	Computer Science & Engineering	Bangladesh University	CGPA:3.06 out of 4	2014	4 YEARS	Bachelor of Computer Sciences &Engineering Degree
Diploma in Engineering	COMPUTER ENGINEERING	SYLHET POLIYTECHNIC INSTITUTE	CGPA:2.98 out of 4	2011	4 YEARS	Diploma in Engineering Degree
SSC	General Electrical Works	Bhaluka Pilot High School	CGPA:3.23 out of 5	2005	2 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial training	Hardware & Networking	Akij Group	Bangladesh	Sylhet	2010	6 Months

Career and Application Information:

Looking For   : Entry Level Job

Available For	:	Full Time
Present Salary	:	Tk. 16000
Expected Salary	:	Tk. 0
Preferred Job Category	:	Garments/Textile, IT/Telecommunication, Mechanic/Technician
Preferred District	:	Anywhere in Bangladesh.
Preferred Country	:	Italy, Japan, Malaysia, New Zealand, United Kingdom, United States, Australia, Canada, Kuwait, Singapore
Preferred Organization Types	:	Banks, Computer Hardware/Network Companies, Group of Companies

Specialization:

Fields of Specialization	Description
• Computer Engineering • Network Engineering • ATM Network Designing • LAN/ WAN • Linux-based Mail Server • MS SQL Server • MySQL • MS Word/ Excel/ PowerPoint/ OneNote • Windows XP/ 2000/ ME/ 98 • Windows 2000/ 2003 Server(s)	I have good experience select category

Language Proficiency:

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

Personal Details :

Father's Name	:	MD. MOFIZ UDDIN
Mother's Name	:	SURAIYA BEGUM
Date of Birth	:	February 21, 1989
Gender	:	Male
Marital Status	:	Unmarried
Nationality	:	Bangladeshi
Religion	:	ISLAM
Permanent Address	:	VILL-PURBO BHALUKA, P.O-BHALUKA, P.S-BHALUKA. DIST-MYMENSINGH
Current Location	:	Mymensingh

Reference (s):

Name	:	MD: Samsul Alom
Organization	:	Sylhet Polytecnic Institute
Designation	:	Head of the Department

Address	:	Sylhet Polytechnic Institute, Sylhet City Corporation, South Surma, Sylhet.
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EMail	:	
Relation	:	Academic