

Applied For: **IT Executive (BSc/ Dip in CSE)**

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Md Jamal Hossain

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Career Objective:

Having good analytical, design and problem solving skills with honesty and sincerity, I am interested to build my career in any field of Computer Engineering and want to apply my knowledge on job responsibility for the success of me and organization.

Employment History:

Total Year of Experience : 5.0 Year(s)

1. Executive (ICT and Payroll) (November 11, 2015 - Continuing)

Shin Shin Group

Company Location : Uttara

Department: ICT

Duties/Responsibilities:

Provide onsite and remote support across 4 locations in Dhaka and Chittagong.
Troubleshoot IT hardware, Network, Attendance & CCTV Camera.
Maintain current and accurate inventory of technology hardware
Responsible for PABX installation and maintenance.
PC Assembling, Hardware trouble shooting and maintenance.
Provide individual training and support on request.
Help to prepare documents for compliance related issue.
Maintain different kind of register for security audit and social compliance.
Configure Mail on outlook, android and mac mail app.
Set-up and maintenance of wireless & wired LAN, wireless router.
Responsibility of monthly payroll processing, including verification of Input/output.
Prepare attendance input sheet after collecting attendance from respective HR coordinator
Prepare Monthly Attendance format and send to Admin Department with
obtain timely Monthly attendance, new joined, resigned, status changes information every
month, check for discrepancies & ensure timely correct disbursement of salary to all employee.
Maintain BGMEA Employee Database Software.
Check salary register with attendance input and HR Input sheet verify transfer Bank Account,
salary advance, OT and additional Payable and Deduction.
Solving Help Desk queries relating to salary (attendance).
Coordinating with coordinator for the smooth Payroll Processing Month on Month.
Perform any others duties assign by top management.

2. IT Officer (January 5, 2014 - November 10, 2015)

International Classic Composite Ltd.

Company Location : Gazipur

Department: IT

Duties/Responsibilities:

Troubleshoot IT hardware, Network, Attendance & CCTV Camera.

Maintain current and accurate inventory of technology hardware.

Provide individual training and support on request.

Responsible for PABX installation and maintenance.

PC Assembling, Hardware trouble shooting and maintenance.

Configure Mail on outlook, android and mac mail app.

Set-up and maintenance of wireless & wired LAN, wireless router.

3. Jr. Software Engineer (December 10, 2012 - December 31, 2013)**VistaSoft IT.**

Company Location : Mirpur-10.Dhaka

Department: Software Support.

Duties/Responsibilities:

H.R Attendance and Payroll Software Support and Maintain.

Install Operating System (Windows xp, 7. Windows Server 2003,2008)

Install Oracle 8i,10g and Developer 6i

Troubleshoot IT hardware, Network, Attendance Device.

Provide individual training and support to client.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
Diploma in Engineering	Computer	Jessore Technical and Management College	CGPA:3.12 out of 4	2012
SSC	Business	Chowgacha Hazi Sardar Martaz Ali High School	CGPA:4 out of 5	2008

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Advance Excel Training.	Advance Excel Training.	NEW HORIZONS (CLC).	Bangladesh	Dhanmondi,Dhaka	2017	3 Days
Indiustriel Training	Hardware and Basic Networking (A+)	New Horizons (CLC)	Bangladesh	Dhanmondi,Dhaka	2012	3 Month

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Present Salary	: Tk. 30000
Expected Salary	: Tk. 12,000
Preferred Job Category	: Garments/Textile, IT/Telecommunication
Preferred District	: Anywhere in Bangladesh.

Preferred Country : Australia
Preferred Organization Types : Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms, Garments, Textile, Airline, Group of Companies, Call Center, Third Party Auditor (Quality, Health, Environment, Compliance)

Language Proficiency:

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

Personal Details :

Father's Name : Md Sekendar Ali
Mother's Name : Sokhina Begum
Date of Birth : March 8, 1993
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill: 132/8 Kuthipara, P.O & P.S: Chowgacha, Dist: Jessore
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Sazzad Hussain	Md.Sirajul Islam (Hasan)
Organization	: THERMAX GROUP.	How are you Textile Industry Ltd.
Designation	: Sr. Deputy Manager (HR & Payroll)	Executive (Marketing)
Address	: Karardi Shibpur,Narsungdi.	Uttara,Dhaka.
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Relation	: Relative	Relative