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MD.KHOLILUR RAHMAN

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Career Objective:

To pursue a challenging career in a organization where I can devote my full effort to achieve the goal of the enterprise.To take the job with a great sense of responsibility,to enjoy the challenge of a new situation.To be an expert to make a positivn

Career Summary:

To work in an IT,Computer Engineering project and prove my self for solving problems and have strong desire to lead an organization where I can take challenges and show my creativity to accomplish organization goals well as to bring personal fulfillment.

Special Qualification:

Successfully completed internee with 1st 3 months at "Unitateal Shakti Limited".

Employment History:

Total Year of Experience : 6.8 Year(s)

1. Sr. Executive (MIS & IT) (January 1, 2019 - Continuing)

Concord Group

Company Location : 43 North C/A Gulshan-2, Dhaka-1212.

Department: IT & MIS

Duties/Responsibilities:

- * PC Assembling, Windows setup,software setup,software troubleshooting,hardware troubleshooting.
- * Network setup & troubleshooting.
- * Troubleshooting PC & Network.
- * Network/Hardware/Software installation and technical support for all department.
- * Contract with concern companies for computer and IT related support.
- * Daily check & monitoring all CCTV and its IP group mail.
- * Daily check & monitor IP for internet and web site.
- * Updating ERP Software regular basis.
- * Assist Management for generating MIS report as per Management requirement.
- * Maintenance the software to getting report smoothly.
- * Any others assignment has given by the Management from time to time.

2. Executive (MIS & IT) (December 12, 2015 - December 27, 2018)

Pretty Sweater Limited (A Concern of Pretty Group)

Company Location : Plot#222,Soyadana,Gacha,Gazipur.

Department: MIS & IT

Duties/Responsibilities:

- * PC Assembling, Windows setup,software setup,software troubleshooting,hardware troubleshooting.
 - * Network setup & troubleshooting.
 - * Troubleshooting PC & Network.
 - * Network/Hardware/Software installation and technical support for all department.
 - * Contract with concern companies for computer and IT related support.
 - * Daily check & monitoring all CCTV and its IP group mail.
 - * Daily check & monitor IP for internet and web site.
 - * Updating ERP Software regular basis.
 - * Assist Management for generating MIS report as per Management requirement.
 - * Maintenance the software to getting report smoothly.
 - * Analyze daily, weekly and monthly report of production department & place to the Management from time to time.
 - * Need to create and maintain report that allow the company to get information on daily production activities.
 - * Updating all merchandising PO sheet, Budget sheet, Knitting weight, S/T Conjunction, All type of store on ERP software and report to all concerned departments regarding order status.
 - * Update all Sample, Knitting production and store related information to the ERP Software.
 - * Maintain & update all information regarding jacquard spare parts/ needle uses & broken status and report to the Management accordingly.
 - * Extract data from ERP software to generate different analytical report for production analysis.
 - * Communicate regularly with the concerned department and provide necessary data with software office regarding all ERP users update requirement.
- Prepare Sample development file, Yarn & Sewing thread consumption, Budget sheet/Cost sheet,Lap dips, work order;Dyeing order etc.
- * Any others assignment has given by the Management from time to time.

3. Jr. Executive IT & MIS (February 12, 2012 - November 1, 2015)

Voice Marketing (Authorized Distributor of Banglalink)

Company Location : Sena Kollan Commercial Complex,Tongi,Gazipur.

Department: IT Department

Duties/Responsibilities:

Computer Hardware,Network,Software, Instillation, Reporting the Management.

- * PC Assembling, Windows setup,software setup,software troubleshooting,hardware troubleshooting.
- * Network setup & troubleshooting.
- * Troubleshooting PC & Network.
- * Network/Hardware/Software installation and technical support for all department.
- * Contract with concern companies for computer and IT related support.
- * Daily check & monitoring all CCTV and its IP group mail.
- * Daily check & monitor IP for internet and web site.
- * Analyze daily, weekly and monthly sales report of place to the Management from time to time.
- * Need to create and maintain report that allow the company to get information on daily sales activities.
- * Maintain & update all information regarding sim replacement, i"top balance status and report to the Management accordingly.
- * Communicate regularly with the concerned department and provide necessary data with Banglalink Corporate office.
- * Any others assignment has given by the Management from time to time.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
B.Sc in CSE	Computer Engineering	Atish Dipankar University of Science and Technology	CGPA:3.16 out of 4	2014	2011-2014
Diploma in Engineering	Computer Technology	Sherpur Polytechnic Institute	CGPA:3.71 out of 4	2010	2006-2010
SSC	Science	Morichar Chor High School	CGPA:3.88 out of 5	2006	2005-2006

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial training	IT & Telecommutation	Unitedtal Limited	Bangladesh	Near Paragon House, Amtoli, Mohakhali.	2013	Three Month

Professional Qualification:

Certification	Institute	Location	From	To
Office Management	Xtech Computer	Ka-1/1, Khilkhet, Dhaka-1229.	July 2, 2010	January 2, 2011

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Present Salary : Tk. 25000
Expected Salary : Tk. 20,000
Preferred Job Category : IT/Telecommunication, Customer Support/Call Centre
Preferred District : Dhaka, Gazipur, Mymensingh, Narayanganj, Narsingdi
Preferred Organization Types : Banks, University, IT Enabled Service, BPO/ Data Entry Firm, Computer Hardware/Network Companies, Engineering Firms, Garments, Buying House, Security Service, Group of Companies, Call Center, Garments Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none">• C/ Turbo C• Java EE/ J2EE• MS Access• Windows XP/ 2000/ ME/ 98	Windows 2007,2010

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	High	Medium

Personal Details :

Father"s Name : Md.Fokhor Uddin
Mother"s Name : MST.Rowshonara Begum
Date of Birth : October 20, 1989
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Morichar Chor, Isshwargonj, Ishwarganj, Mymensingh 2280
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Ajit Kumar Debnath	Afruza Begum
Organization	: Sherpur Polytechnic Institute.	Sherpur Polytechnic Institute
Designation	: Instructor (Math)	Instructor (Computer)
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Relation	: Academic	Academic
