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# MD.RAKIBUL ISLAM

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## Career Objective:

I have a great confidence level and have a strong desire to work in a challenging environment where I can utilize my education and Skills. To achieve this aim I am determined to offer honesty, efficiency and sincerity to the optimum level.

## Career Summary:

I have completed my M.Sc and B.Sc in Computer Science & Engineering from Daffodil International University. Now I am working as IT Executive at NAVANA Group (NAVANA LPG LTD.)

## Special Qualification:

Experience in DearmApps ERP implementation and support with SQL database, Oracle EBS ERP (OPM,Inventory,Purchase,Finance,Order Management) module functional expert, IT related support as required, Computer Network & System support.

## Employment History:

**Total Year of Experience :** 4.7 Year(s)

1. **Executive-IT ( December 1, 2017 - Continuing)**

   **NAVANA GROUP (NAVANA LPG LTD.)**
   Company Location : Navana Osman @ Link, Tejgoan link road, Tejgoan.
   Department: IT
   ***Duties/Responsibilities:***
   a. To play Super User role of Oracle OPM & Inventory Module of Mongla Terminal (CMP & CRP).
   b. To work with Purchasing, OPM & Inventory Module Consultants of IBCS Primax and Head Office IT Personnel for solving regular operational issues.
   c. Plant user Support & Training to OPM & Inventory Module of Oracle EBS at Mongla Terminal.
   d. Provide Support of Purchasing, OPM & Inventory Module to Plant Users. Sometimes need to communicate with Head Office IT Personnel for support related matters of Order Management & Financial Modules.
   e. Master Data Management of OPM & Inventory Module for handling regular operation at Mongla Terminal.
   f. Monitoring regular transactions in ERP System at factory site.
   g. Maintaining Attendance System Software of Mongla Terminal.
   h. Maintaining IT Support related matters at Mongla Terminal.
   i. CCTV System management of Mongla Terminal.
   j. To work with Head Office IT Team as and when needed.
   k. To work with Supervisor as and when needed.

2. **Senior IT Officer ( January 1, 2017 - October 31, 2017)**

   **SunRim Energy Limited**
   Company Location : Silver Spring, H-4, R-2/1 (1/A), Banani, Dhaka-1213
   Department: IT
   ***Duties/Responsibilities:***
   1. Maintain and planning totally IT system and
   providing full IT support (OS installation
   and necessary software installation).
   2. Maintain and backup ensure windows
   Server 2008R2.
   3. Computer Networking using ( LAN, Router MikroTik, switch and so on),
   4. Computer hardware maintain
   and troubleshooting.
   5. IT Inventory management.
   6. Official website maintaining (Wordpress)
   MARG ERP+9 software handle.
   7. Attendence Software maintain.
   8. DVR machine maintain for CC camera.
   9. Others IT related service provide as required.

3. **Senior IT Officer ( September 1, 2014 - December 31, 2016)**

   **HMBR Group ( HMBR Tools & Chemicals Ltd, Fix-iT, Green Health Hospital)**
   Company Location : 4th Floor, RM Center, Gulshan-2, Dhaka.
   Department: IT
   ***Duties/Responsibilities:***
   1. Maintain and planning totally IT system and
   providing full IT support (OS installation
   and necessary software installation).
   2. Full ERP (Dream Apps ERP) system
   maintains implementation with working
   capability by following business process.
   3. ERP SQL database maintain using query
   4. ERP modules modification.
   5. ERP report modification using crystal report.
   6. Maintain and backup ensure windows
   Server 2008R2.
   7. Fix-iT supper shop POS software support
   with company business process and also
   troubleshooting.
   8. Computer Networking using ( LAN, RouterMikroTik, switch and so on),
   9. Computer hardware maintain
   and troubleshooting.
   10. IT Inventory management.
   11. Official website maintaining (Wordpress,
   Magento, WooCommerce)
   12. MARG ERP+9 software handle.
   13. Attendence Software maintain.
   14. DVR machine maintain for CC camera.
   15. And so on.

4. **IT Engineer ( February 1, 2014 - August 31, 2014)**

**Roxy Paints Ltd**
Company Location : Dhanmondi 27, Dhaka.
Department: Dept of IT
***Duties/Responsibilities:***
Maintenance IT equipment and manage IT inventory, Computer networking design, implementation, maintain and maintenance computer hardware problems, OS installation MIS, EPR management, crystal report, all kinds of software management and so on.

## Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration | Achievement |
|---|---|---|---|---|---|---|
| Masters of Science (MSc) | Computer Science & Engineering | Daffodil International University | CGPA:3.47 out of 4 | 2017 | 1.5 Years | First Class |
| Bachelor of Science (BSc) | Computer Science & Engineering | Daffodil International University | CGPA:3.39 out of 4 | 2014 | 4 years | First Class |
| HSC | Science | Rajshahi Govt. City college | CGPA:3.9 out of 5 | 2009 | 2 Years | A- |
| SSC | Science | Hamidpur Naudapara Pilot High School | CGPA:5 out of 5 | 2007 | 2 Years | A+ |

## Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|---|---|---|---|---|---|---|
| IT Engineer | Computer networking, hardwaring and all kinds of software support include ERP software. | Roxy Paints Ltd | Bangladesh | Dhanmondi 27, Dhaka | 2014 | 7 Months |

## Professional Qualification:

| Certification | Institute | Location | From | To |
|---|---|---|---|---|
| IT Engineer (Computer networking, Hardware maintain, software maintain) | Roxy Paints Limited | Head Office : House # 08, Road # 14(New) Dhanmo | February 1, 2014 | August 31, 2014 |

## Career and Application Information:

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|---|---|
| Looking For | : Mid Level Job |
| Available For | : Full Time |
| Present Salary | : Tk. 26600 |
| Expected Salary | : Tk. 25,000 |
| Preferred Job Category | : General Management/Admin, IT/Telecommunication, Other Special Skilled Jobs |
| Preferred District | : Dhaka |
| Preferred Organization Types | : Banks, Telecommunication, College, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Embassies/Foreign Consulate, Engineering Firms, Hospital, Airline, Real Estate, Automobile |

## Specialization:

| Fields of Specialization | Description |
|---|---|
| • Telecommunication Service<br>• IT Support Service<br>• Tally ERP 9<br>• WordPress<br>• Hardware & Networking<br>• ORACLE EBS<br>• MS Office<br>• Dreamapps ERP | Experience in DearmApps ERP implementation and support with SQL database, Oracle EBS ERP(OPM,Inventory,Purchase,Finance,Order Management) module functional expert, IT related support, Maintaining computer network with router (MikroTik), Network cabling with network support, windows server 2008 R2, Computer hardware maintenance and troubleshooting, website management , Linux (Ubuntu). |

## Extra Curricular Activities:

1. At Daffodil International University, I have completed my final year project about âDesign and Development of Science Project Portalâ system with a project team. 2. Besides I have worked with a team in a project about âAcademic calendarâ which project won the 2nd prize in the Course Project Fair, Fall-2012 on 19th November, 2012 at my university. 3. I have successfully participated in the workshop on âCareer Planning for 21st Century & job fieldâ in 24th November, 2012. Besides others kinds of workshop held on Daffodil International University where I have participated.

## Language Proficiency:

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

## Personal Details :

| | |
|---|---|
| Father"s Name | : Md. Nurul Islam |
| Mother"s Name | : Most. Renuka Islam |
| Date of Birth | : December 15, 1992 |
| Gender | : Male |
| Marital Status | : Unmarried |
| Nationality | : Bangladeshi |
| Religion | : Islam |
| Permanent Address | : Vill: Damdama, Post: Shantaher, P.S: Adamdhighi, Dist: Bogra. |
| Current Location | : Khulna |

## Reference (s):

| | Reference: 01 | Reference: 02 |
|---|---|---|
| Name | : Dr Syed Akhter Hossain | Rajesh Das |
| Organization | : Daffodil International university | NAVANA GROUP (NAVANA LPG LTD.) |
| Designation | : Professor and Head Dept. of CSE | Deputy Manager (IT) |
| Address | : Daffodil International University Dhanmondi,Dhaka | Osman@Link, 214/D, Level-02 Tejgaon I/A, Dhaka - 1208 |
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| Relation | : Academic | Professional |