

Last Updated : **October 5, 2018**

## **MD ZONAEED UL ISLAM**

Address: Ritz Peara, Plot # 7, Road # 4, Sector # 6, Dhaka # 1230  
Home Phone: 01746396949  
Office Phone : 01746396949  
Mobile : 01746396949  
email: zonaeed@yahoo.com, zonaeed@gmail.com



### **Career Objective:**

To make a sound position in the corporate world and to work enthusiastically in team to achieve the goal of the organization with devotion and hard work.

### **Career Summary:**

- \* Banker & IT Professional:
- \* Expert communicator with 7 years of experience dedicated to Banking and IT profession with excellent interpersonal skills and the ability to find innovative solutions.
- \* Professional Profile:  
Optimized and improved the systems & work processes to achieve business objectives by utilizing the resources effectively and by reviewing the performance against targets on a regular basis.
- \* Areas of Expertise:  
Network and System administration, Retail Banking,

### **Special Qualification:**

- \* Languages: C, C++, VB 6, VB .Net
- \* Operating system: windows, Linux
- \* Database : SQL Sever, postgresSQL on Linux, oracle 9i, Microsoft access
- \* Reporting Tools: Crystal Report

### **Employment History:**

**Total Year of Experience : 10.5 Year(s)**

#### **1. First executive officer ( July 11, 2016 - Continuing)**

##### **National Bank Limited**

Department: Foreign Exchange

##### **Duties/Responsibilities:**

Jan 01, 2018 â€“ Continuing (Local Export)

â€¢ Developed a database to maintain the LDBP facilities and simplified the realization of export proceeds.

â€¢ Achieved proficiency regarding the export documents before sending to the L/C issuing Bank.

Sept 01, 2017 â€“ Dec 31, 2017 (Loan & Advance)

â€¢ Analyzed and developed the tool to prepare Credit proposal, Credit risk grading and simplified statements procedure.

July 11, 2016 â€“ August 31, 2017 (Accounts)

â€¢ Simplified the process for Salary posting, Depreciation, Reporting to Bangladesh Bank, Foreign Remittance payment, KYC documentation, transaction profile and fund transfer etc.

2. **Assistant Manager ( October 10, 2011 - October 4, 2015)**

**The City Bank Limited**

Company Location : Al-Amin Center(9th Floor) 25/A, Dilkusha C/A,Dhak  
Department: Systems & Operations, Cards,Retail Banking.

**Duties/Responsibilities:**

- \* Developed and customized the tool of SMS programming in the system that stimulated the networking with the external customers by circulating promotional offers.
- \* Analyzed user requirements and upgraded the billing statements in the system and fixed the networking problems by configuring gateway.
- \* Installed and developed report to analyze authorization and decline ratio of the cards in the system and audited the networking system to check performance of the external host and payment modules.
- \* Programmed card mailer services in order to support card personalization unit to ensure smooth networking of the computers that printed the pin mailers.
- \* Controlled and focused on delivering networking issues in support of the customers payment module of cards.
- \* Utilized resources effectively and improved email systems in order to communicate with the customers to achieve business objectives.
- \* Tested and engaged in operational activities like issuing cards/pins, assigning/rearranging limits and executing instalment/auto debit program in the system.

3. **Senior Executive ( April 4, 2011 - October 2, 2011)**

**Meghna group of industries**

Company Location : Fresh Villa House #15, Road#34 Gulshan #1 Dhaka # 1212  
Bangladesh  
Department: IT

**Duties/Responsibilities:**

- \* Administered new installation of servers, computers including LAN/WAN/VPN networks.
- \* Involved in the configuration & troubleshooting of network routing protocols: RIP, EIGRP, OSPF, and BGP
- \* Ensured IT security and compliance standards on Email, Active Directory, Antivirus and End-user Security.
- \* Repaired and recovered computer network and operating systems and from hardware or software failures.
- \* Coordinated and communicated with application developers of Enterprise resource planning (ERP) software.
- \* Configured client-server relationship and database for customized software through LAN and maintained the system

4. **Assistant Vice President ( December 18, 2008 - March 31, 2011)**

**Green Delta Insurance Company Limited**

Company Location : Green Delta Insurance Company Ltd. Green Delta Aims Tower (6th Floor) 51-52 Mohakhali , Dhaka-1212

Department: IT Department

**Duties/Responsibilities:**

- \* Maintained and monitored the LAN/WAN environment with more than 200 Active devices and troubleshoot network related problems.
- \* Designed and Implemented network connectivity for insurance software linked to all branches.
- \* Researched new technology directions and applied recommendations for improving the reliability & functionality of LAN & WAN.
- \* Assisted in establishing standards, policies, and procedures of networking technologies as they apply to the use of the insurance software.
- \* Maintained server environment, backup including both virtual machines via VMware infrastructure and physical serves.
- \* Provided network programming in support of specific business needs such as database integration with network.
- \* Maintained and installed program for insurance software for correct data entry and data storage and implemented it to the network system.

**5. Network Support Engineer ( August 1, 2008 - December 15, 2008)****Asiatel Network Limited**

Company Location : 14,purana paltan (7th Floor) Dhaka #1000 ,Bangladesh

Department: IT Department

**Duties/Responsibilities:**

- \* Monitored and troubleshoot virtual private network for corporate clients.
- \* Managed corporate network and e-mail with web services.
- \* Supported clients whenever necessary by maintaining network.

**6. System Support Engineer ( January 14, 2007 - December 12, 2007)****Grameen Star Education Center**

Company Location : Dhaka,Bangladesh

Department: IT Department

**Duties/Responsibilities:**

- \* Installed, configured and maintained all aspects of Microsoft Small Business Server 2003 and Windows Server 2003\2008-based networks, including Active Directory, Group Policy, DNS, IIS, RRAS, and Exchange.
- \* Centralized the management and troubleshoot the windows client operating systems and techniques.
- \* Ensured proper security measures both process and technical which kept companies precious information in the Data Center.

**7. Computer Lab assistance ( October 18, 2006 - December 18, 2006)**

**Institute Name: Spicer Memorial College**

Company Location : Maharashtra,India

Department: Computer

**Duties/Responsibilities:**

- \* Provided users with basic assistance in using software applications and referred users to self-help materials when appropriate
- \* Provided assistance and support for printers, computers, and other equipment.
- \* Provided Work First letters, memos, spreadsheets, flyers, brochures and other promotional materials
- \* Assisted in setting up and maintaining files.
- \* Troubleshoot problems with the hardware and software and communicated with the other problems to Computer Services.
- \* Provided instructional support to students requiring daily assistance in the computer lab.
- \* Performed other related duties as assigned

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bsc (computer Science)	Information Technology	University of Pune,india [Foreign Institute]	Second Class, Marks :56%	2006	3 years
HSC	Science	Adamjee cantonment college	First Division, Marks :65%	2000	2 Years
SSC	science	Motizheel Model high school	First Division, Marks :79%	1998	10 Years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Leadership Training	Effective Communication Skill Program	The City Bank Ltd.	Bangladesh	Dhaka	2012	2 Days
Anti Money Laundering & Anti Terrorist 2011	Financing Training Program	The City Bank Ltd.	Bangladesh	Dhaka	2011	2 Days
Object Oriented Programming	* C# Fundamental * Object Oriented Concept in C# * Class Responsibility Collaborator (CRC) Analysis * Understanding basic UML (Use Case Text, Use case diagram, class diagram, activity diagram, sequence diagram) * Database Connectivity in C# * ADO Dot Net * Layer architecture explanation * Using Crys	BASIS (Bangladesh Association of Software and Information Services)	Bangladesh	BDBL Bhaban (5th Floor - West), 12 Kawran Bazar, D	2010	7th June, 2010-23rd
Marine Insurance	Marine Insurance	Green Delta Insurance Company Ltd.	Bangladesh	Dhaka	2010	2 Days
RedHat Certified Engineer	The Red Hat Linux Essentials, Red Hat Linux System Administration , Red Hat Linux Networking Services and Security Administration	Base Limited	Bangladesh	2A Chandrashila Suvastu Tower,Dhaka.	2009	October 2009-Feb2010
Cisco Certified Network Associate	The CCNA course provides the knowledge and skills to install configure and operate simple-routed LAN, routed WAN and switched LAN networks	CISCO VALLEY	Bangladesh	House # 519/A, Road # 1, Dhanmondi, Dhaka - 1205,	2008	Nov2007-Feb2008
Oracle 9i Database Administration	Oracle Workforce Development Program (from Oracle University) leading to an Oracle Certified Professional (OCP) qualification.	IBCS-PRIMAX Software (Bangladesh) Ltd	Bangladesh	House # 40, (1st Floor), Road # 4-A, Dhanmondi R/A	2007	April 2007-March2008

### **Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 38000  
 Expected Salary : Tk. 50,000  
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication,  
 Chef/Cook  
 Preferred District : Dhaka  
 Preferred Country : Saudi Arabia, Sweden, United States, Bahrain, Canada,  
 Denmark, Singapore, Switzerland, United Arab Emirates  
 Preferred Organization : IT Enabled Service  
 Types

### **Extra Curricular Activities:**

AWARDS WHITCH I HAVE MANAGED TO GET : I have English Proficiency Test passing certificate which helped me to get admission at the University of Pune, India. I have manage to get many prizes for extracurricular activities in school level , college level and in University level .Such as Athletics , cultural program , Science fair , programming competition , quiz competition .

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Bengali	High	High	High
Hindi	Low	Low	High
Marathi	Low	Low	Medium

### **Personal Details :**

Father"s Name : Moktar ul Islam  
 Mother"s Name : Momtaz Begum  
 Date of Birth : December 12, 1983  
 Gender : Male  
 Marital Status : Married  
 Nationality : Bangladeshi  
 Religion : Islam  
 Permanent Address : Ritz Peara, Plot # 7,Road # 4,Sector # 6,Dhaka#1230  
 Current Location : Dhaka

### **Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: A.M Saiful Islam (FCA)	Lt. Colonel Dr. Azizur Rahman
Organization	: Accenture	Armed Forces Medical College,
Designation	: Operations Lead,Accenture	Associate. Professor,
Address	: Dhaka 1212, Bangladesh,	Dhaka Cantonment
Phone (Off.)	: +8801711508001	+8801672077143
Phone (Res.)	: +8801711508001	+8801672077143
Mobile	: +8801711508001	+8801672077143
EMail	: saif.islam@gpit.com	azizur834@gpit.com
Relation	: Relative	Relative