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MD. ABDUL MOTTALIB

Address: Md. Abdul Mottalib Senior Principal Officer. IT Department
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Career Objective:

To make a position in the areas of ICT in an organization where my professional skills and experience can be turned into improvement, growth and profitability.

Career Summary:

Offering 10 years working experience in IT system.To build up my career in IT sector in any Organization.

Special Qualification:

Any access control system like Actatek, Suprema, Bio Access,jinsu, Hunduri, Oracle SQL, PL/SQL, Oracle APEX, Oracle form and reports.

Employment History:

Total Year of Experience : 12.3 Year(s)

1. **Senior Principal Officer(IT) (February 24, 2014 - Continuing)**

Walton Hi-Tech Industries Ltd.

Company Location : Chandra, Kaliakoir, Gazipur,Dhaka

Department: Information Technology (IT)

Duties/Responsibilities:

- In charge of Attendance Management System(IT)
- HRMS Oracle software support and maintains.
- Oracle payroll software maintain & Support with all kind of attendance related issues in over payroll software.
- Installation and configuration of attendance device & turnstile/tripod device and its applications.
- Report generate of SQL attendance database as per management requirements.
- Oracle EBS Front end Support, PO, PR Create, and Inventory Management Support.
- Microsoft Exchange Server User Create & User Support.
- ERP Report generate and Front end Software support of All User.
- Point of sells (POS), Human resource Management System (HRMS), Oracle CRM Related Support.
- Technical support of all punch machine in AMS Server/Microsoft SQL_DB/Windows Server2012.
- Installation and configuration of computer hardware, operating systems and applications.
- Configuration and troubleshooting of hardware, software and networking components.
- Monitoring the performance of Server, computer Systems and Network.
- Supervise a Technical team to provide service and support to the head office and individual branches.
- Attendance Management system support and monitoring to all Dhaka Office & All Walton Branches.
- Maintain daily record of daily Attendance System, problems and remedial action taken, and installation activities.
- Talking staff through a series of actions, either face to face or over the telephone to help set up systems or resolve issues;
- Providing support, including procedural documentation and relevant reports;
- Setting up new users" accounts and profiles and dealing with password issues;
- Responding within agreed time limits to call-outs;
- Working continuously on a task until completion (or referral to third parties, if appropriate);
- Rapidly establishing a good working relationship with all employees.
- Testing and evaluating new technology conducting electrical safety checks on computer equipment.

2. Support Engineer(Software) (June 16, 2011 - February 15, 2014)

Barnali Fabrics Ltd.

Company Location : West.Mukterpur,Munshigonj

Department: IT

Duties/Responsibilities:

- All kind of software support Payroll, ERP(Account), Inventory software, Payroll software sigma SAP.
- MIS report generate then submit to concerns persons.
- Prepared all kind of employees ID card access with attendance system.
- Preparation of two type monthly Salary sheet on payroll software.
- Face to any kind of Audit part of payroll related issues.
- Configuring, maintaining and troubleshooting the network infrastructure.
- Monitor the daily network performances, identifying any bottleneck that decreasing the overall network performance.
- Supervise a technical team to provide service and support to the corporate and individual clients.
- Maintaining and troubleshooting of various branded network accessories for in-house support.
- Resource sharing from all Computers and Printers for the customer and internal users.
- Providing solution of various types of hardware, Attendance and CCTV related problem to the clients over telephone.
- Install, Configuring, maintaining and troubleshooting the CCTV and Access Control Device infrastructure.

3. IT & Payroll Officer. (February 15, 2011 - June 13, 2011)**Mitali Fashions Ltd.**

Company Location : Barendra, Kashimpur, Gazipur.

Department: IT

Duties/Responsibilities:

- Preparation two-type monthly salary sheet Buyer mode and Actual payment mode.
- Maintain all attendance device with technical support and configurations.
- IT Support hardware, networking, software related issues.
- Resource sharing from all Computers and Printers for the customer and internal users.
- Maintenance punch data and report generate of absent report absent deduction late report and submit to HRD.
- Daily punch report preparation and submit hr department. .
- Manual time card check for all workers.
- Providing solution of various types of hardware, software and network related problem to the clients over telephone.

4. Sr. Executive Officer IT. (December 1, 2008 - February 10, 2011)

Skyline Group

Company Location : Polash bari,Ashulia,Savar,Dhaka

Department: IT

Duties/Responsibilities:

- Maintenance of inventory software (store management system) .
- All items entry in inventory software.
- New item create on software with report generate and submit to store manager.
- Prepared Emp id card, add to attendance machine and distribution.
- IT support all users.
- Update new software/anti-virus Norton software, minor repairs on desktops and laptops, set up wireless routers, set up printers and scanner machines.
- Supervise a Engineer team to provide service and support to the corporate and individual clients.
- Resource sharing from all Computers and Printers for the customer and internal users.
- Assembling, maintenance, troubleshooting and repairing of Dell Server (Power Edge 2900, Power Edge 2800, T300, R710), hp Compaq & Fujitsu notebook, life book, laptops and Gaming desktops.
- Providing solution of various types of hardware, software and network related problem to the clients over telephone.
- Infrastructure: Active Directory, Group Policy, DNS, DHCP
- Administration, Implement and maintenance of complete Microsoft Network Environments
- Operating System: All Operation System
- Applications: All Office Applications.

5. Executive Sales IT. (July 1, 2008 - November 27, 2010)**ABC Computer Corner.**

Company Location : SR.No.2nd Floor,BCS Computer,City Agargaon,Dhaka-1

Department: System & Maintenance

Duties/Responsibilities:

To maintained all of the Operation and Management with vichel Computer Hardware & Networking parts and accessories. Support to Computer all parts Sales and setup, installation, Monitoring, Maintenance and servicing.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B sc In Computer Science & Engineering	Computer Science & Engineering	Bangladesh University of Business and Technology	CGPA:2.61 out of 4	2014	4 Years	UGC
Diploma in computer science	Computer	Tangail Polytechnic Institute	CGPA:2.98 out of 4	2008	4 years	BTEB
SSC	General	Charsigguli ansaria,Dakhil Madrasha	CGPA:4.33 out of 5	2004	10 years	Madrasha board Dhaka

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Oracle Database SQL Expert	Oracle Database SQL Expert	IBCS-PRIMAX authorised partner of Oracle University USA	Bangladesh/Oracle University	Tabassum Tower, Road-27, Dhanmondi, Dhaka	2018	2month
Program with PL/SQL	Program with PL/SQL,Oracle	IBCS-PRIMAX authorised partner of Oracle University USA	Bangladesh/Oracle University USA	Tabassum Tower, Road-27, Dhanmondi, Dhaka	2018	2 month
Oracle Application Express (APEX)	Oracle Application Express (APEX): Developing Web Applications	IBCS-PRIMAX authorised partner of Oracle University USA	Bangladesh/Oracle University, USA	Tabassum Tower, Road-27, Dhanmondi, Dhaka	2018	Running
Database Management System		NTC	Bangladesh	Tangail	2008	6 month
Industrial Training	Hardware and Networking	Computer Communication	Bangladesh	Dhaka	2008	3 month

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 38000
 Expected Salary : Tk. 20,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, IT/Telecommunication
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization : Banks, IT Enabled Service, Multinational Companies
 Types

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Incharge (Cutting/ Sewing/ Finishing/ Floor etc.) • Dyeing/ Washing • Admin • Compliance 	<ul style="list-style-type: none"> • ICT Infrastructure Management. • Programing with SQL/,PL/SQL • Program with oracle 9g,10g,11g,12c • Oracle database administrator.

Extra Curricular Activities:

• Coaching and training, and encourages personal development. • In-depth experience monitoring goal setting and problem solving • Strong comprehension skills and solutions focused • Recognized in delivering on commitments and ensures actions are consistent • Ability to adapt and excel in challenging and competitive environments • Strong desire to achieve best and dedicated to work. • Excellent multitasking ability

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Surman Ali
Mother"s Name : Lily Begum
Date of Birth : January 1, 1988
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : vill:chardurgapur,Post: Potal Bazar,P/s:Kalihati,Dist: Tangail
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Saifur Rahman	Md. Tomizuddin
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