

Last Updated : **June 5, 2018**

MD. ABDUR RAHIM

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Career Objective:

To exchange maximum value with reputed Organization and to join in a dynamic working environment where enterprising spirit and effort is valued, individual and team performance is rewarded as well as to obtain a position where I can gain experience i

Career Summary:

Successfully overcome the toughest challenge by showing my textual and human skills handle the pressure and prevail over it in order to achieve the deadline create co-operation through an efficient teamwork process to make a consistent alignment of organizational & personal goal.

Employment History:

Total Year of Experience : 6.6 Year(s)

1. **Asst. Manager (April 1, 2018 - Continuing)**

Debonair Group

Company Location : Gorat, Sarker Market Road, Ashulia, Dhaka-1341.

Department: ICT

Duties/Responsibilities:

1. Responsible for implementing and ensuring reliable performance of ERP system.
2. Software training for end users for All Module (Merchandising, Inventory, Production, Payroll, Mechanical, IE, Planning, Quality, Export Module etc.)
3. Co- ordinate with all departments.
4. Scope analysis.
5. Requirement finding.
6. Vendor communication.
7. Evaluate and recommend system changes to ERP system to meet organizational needs.
8. Team co- ordination.
9. Daily status report to senior.
10. Error handling & Technical troubles handling.
11. Error fixing.
12. Report precession.
13. System implementation.
14. Technical establishment.
15. End user support & Data integrity testing.
16. Analysis Report builds up.
17. Enter and check authenticate information.
18. Configure and ensure software changes to system to assist in company organizational changes on the basis of requested by user.
19. Work with software provider to improve ERP software to meet customers business needs and follow best practices, standards and documentation.
20. Grow with increased professional responsibilities and expand job-related knowledge and skills.

2. ERP Administrator (March 1, 2016 - March 31, 2018)**Debonair Group**

Company Location : Gorat, Sarker Market Road, Ashulia, Dhaka-1341.

Department: ICT

Duties/Responsibilities:

1. Install company ERP software suite at user sites.
2. Software training for end users for All Module (Merchandising, Inventory, Production, Payroll, Mechanical, IE, Planning, Quality, Export Module etc.)
3. Co- ordinate with all departments.
4. Scope analysis.
5. Requirement finding.
6. Vendor communication.
7. Program set.
8. Team co- ordination.
9. Daily status report to senior.
10. Error handling & Technical troubles handling.
11. Error fixing.
12. Report precession.
13. System implementation.
14. Technical establishment.
15. End user support & Data integrity testing.
16. Analysis Report builds up.
17. Enter and check authenticate information.
18. Configure and ensure software changes to system to assist in company organizational changes on the basis of requested by user.
19. Work with software provider to improve ERP software to meet customers business needs and follow best practices, standards and documentation.

3. Executive (M.I.S) (November 22, 2014 - February 22, 2016)

Sadma Fashion Wear Ltd.

Company Location : Mouchak, Kaliakoir, Gazipur, Dhaka.

Department: IT

Duties/Responsibilities:

In ERP Software Implementation

Install company ERP software suite at user sites.

Follow up and train

Merchandising Module: Style Master, Assortment, Material Cost Sheet, Bill of Materials (BOM) & Others Process.

Inventory Module: Purchase Requisition, Goods Receive Note (GRN), Goods Issue Note (GIN) & Others Process.

Production Module: Cutting, Input, Sewing, Finishing & Others Process.

Payroll Module: Installation, Train up All Users, Discuss with the Developer to implement and solve all the errors, issues.

Textile, Mechanical, IE, Planning, Quality, Export Module and others modules in ERP Systems of all factories users in Sadma Group.

In Hardware, Software and Networking

Manage a large number of user supports and application troubleshooting.

Handle and resolve the users inquire promptly, physically/over the phone.

Have good knowledge in manageable switch, mail configuration, LAN configuration and troubleshooting.

Identify and analyze hardware & software problems and take necessary steps for immediate solution.

Have good knowledge in Hardware and Networking troubleshooting.

4. Executive (M.I.S). (April 1, 2012 - November 21, 2014)

N.A.Z.Bangladesh Ltd.

Company Location : 5,Bishuya Kuribari,Mirzapur Gazipur-1700

Department: IT

Duties/Responsibilities:

In ERP Software Implementation

Install company ERP software suite at user sites.

Follow up and train

Merchandising Module: Style Master, Assortment, Material Cost Sheet, Bill of Materials (BOM), Order Tracking System (OTS) & Others Process.

Inventory Module: Purchase Requisition, Goods Receive Note (GRN), Goods Issue Note (GIN) & Others Process.

Production Module: Cutting, Input, Sewing, Finishing & Others Process.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MA	English	Northern University-Bangladesh	CGPA:3.2 out of 4	2012
BA (Honors)	English	Northern University-Bangladesh	CGPA:3.11 out of 4	2011
HSC	Huminities	Begum Khaleda Zia College	CGPA:3.6 out of 5	2006
SSC	Huminities	Hoybatpur Multi High School	CGPA:2.81 out of 5	2004

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
BGMEA Training	About Garments	N.A.Z. Bangladesh Ltd.	Bangladesh	05 BK Bari, Mirzapur, Gazipur	2013	5 Days
Enterprise Resource Planning (ERP) Software.	Merchandising, Inventory, Production, Mechanical, IE, Textile & Commercial.	Spectrum Lanka Management Solutions Ltd. Dhaka, Bangladesh.	Bangladesh		2012	30 Days

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 18,000
 Preferred Job Category : Bank/Non-Bank Fin. Institution, NGO/Development
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Telecommunication, Training Institutes, IT Enabled Service, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Real Estate, Group of Companies, Call Center

Specialization:

Fields of Specialization
<ul style="list-style-type: none"> • Production • Merchandising • English (Literature) • ICT • IT/ MIS • Report Writing • Research • Software Implementation

Extra Curricular Activities:

Capable enough to adapt in any situation. Dedicated toward my duties. Ambitious and target oriented. Dynamic & Energetic, Intelligent with Integrity, Ability to hard working

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Abdus Salam
 Mother"s Name : Most. Rabeya Begum
 Date of Birth : January 12, 1988
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill: Orjunpur, Post: Bipro-Halsha, P.S: Natore, Dist: Natore, Rajshahi
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Mr. Sanjeev Krishna Roy	Kamrul Islam
Organization	: N.A.Z Bangladesh Ltd.	Debonair Group
Designation	: Manager (ICT)	Director (SCM & MIS)
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Relation	: Professional	Professional
