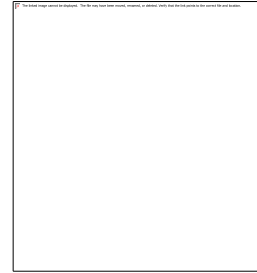Applied For: **IT Executive (BSc/ Dip in CSE)**

Last Updated : *October 23, 2018*

MD. ABDUR ROUF

Address: Desh Energy Limited, Lotus Kamal Tower – 1 Nikunja 2,57 Joar Sahara C/A
Dhaka 1229, Bangladesh
Home Phone: +8801780561594
Mobile : +8801915990527
email:abroufcse140@gmail.com, rouf@deshenergy.com.bd

Career Objective:

A multi-skilled IT administrator with good all-round supervisory and technical expertise. Very capable with a proven ability to ensure the smooth running of ICT systems and to provide IT services that will improve the Company.

Career Summary:

Diploma In Engineering.

Special Qualification:

Hardware, Networking, Software problem solved, IT & ICT.

Employment History:

Total Year of Experience : 4.6 Year(s)

1. **Executive (HR & ICT) (May 2, 2016 - Continuing)**

   Desh Energy Limited (A concern of Mohammadi Group)
   Company Location : Desh Energy Limited Lotus Kamal Tower – 1 Nikunja 2,57 Joar Sahara C/A Dhaka 1229, Bangladesh
   Department: Powing Development
   Duties/Responsibilities:
   • Repair & maintain all kinds of IT equipment and Updating and monitoring IT user accounts.
   • Resolve connectivity problems in the network infrastructure including cabling, crimping/clamping, router, switches, etc.
   • To maintenance MAN Engine (17.9 MW) and Cat Engine(1.2 MW) communication problems.
   • Good knowledge of , Domain Server, Email accounts setup using MS outlook, Web Mail and configuration in Windows.
   • Provide technical support and resolve hardware/software problems (PC, laptop, printer, Scanner, Photocopy Printer, UPS, etc.).
   • Troubleshoot & resolve hardware problems.
   • Configure, maintain& troubleshoot network printers.
   • Resolve connectivity problems in the network infrastructure including cabling, crimping/clamping, router, switches, etc.
   • Oversee data security and manage data backup
   • Maintain and data backup mail server. Provide technical support to the users.

• Perform day to day responsibilities to run, maintain, update and keep secure overall Network System and other related software.
• Must be able to learn new technologies, tools, and techniques quickly and with minimal supervision.
• To configure Micro Kit router wireless router any brand such TP-Link, Cisco, Net Gear What not.
• Maintain current and accurate inventory of technology hardware, software and resources.
• To maintenance software Techo Vista, using IBM Lotus for webmail , Unis for attendance Server .
• Supporting a multi-site IT infrastructure of at least 50 employees.
• Liaising & meeting with external suppliers of IT services such as(Projector, printing share. PC share etc).
• Access to any communication VNC, any desk, team viewer , remote desk and etc.
• Reporting to the IT GM (General Manager) & Manager
HR& Payroll Experience:--
• Everyday upload Data am make daily attendance report and submit to admin section
• Time to Time Updating of HR & Payroll Report by Software.
• All staffs & workers in time and out time monitoring.
• Every day check daily attendance Report.
• Absenteeism report and leave (Offline and Online Report) submit to send Head Office (Every 15 Days).
• Per month attendance register print & hand over all to send HO.
• Leave report staff &worker recruit report left employee list.
• To maintain and update employee personal file and resign issue.
• New employee adds finger or card punch and transfer to UNIS database.
• All staff & worker must come allocation in punch machine.
• Every employee sure punch and check database which is any missing

Store Experience:--------
•Ensure the receiving materials at site
•To ensure the posting in related Ledger / Register & scrutiny of records.
• Check issued materials with consumption report
• Able to prepare and send the monthly reports Value of Closing Inventory, Fixed Asset Report, Inter Project Transfer materials.
• Supervise and monitor the operational activities of Store Personnel
• Check physically stock of Store and compliance with record [Ledger/Register].
• Communicate with Inventory Manager on every day for over all updated information.
• To communicate & Planning with Project In-Charge on every day in terms of materials & store support.
• Able to identify idle & over stock of materials and report to Departmental Head.
• Submit disposal note of Scrap Materials and to take necessary step as per company policy.
• Able ensure safe & secured store as well as Project.
• Send the 'Daily Major Materials Stock Status' in early in the morning.
• Check and monitor the optimal utilization of materials and wastage control.
• To access ERP software (Requisition of Spare Part, Material Requisition , Material Receive, MRR, Material Issue, Preparing Bill, Inventory Report Monthly Or Yearly for short /excess
• Gates pass Maintenance by ERP software as per company policy.
• To rearrange material by storing system.

2. **Executive (MIS) (April 6, 2014 - April 30, 2016)**

PRAN-RFL Group
Company Location : PRAN RFL Group,PRAN RFL Center, 105- Middle Badda, Dhaka-1212, Bangladesh.
Department: Distribution
Duties/Responsibilities:
• Supervising the all MIS Related work of the organization.
• All Kind Of TCP/IP Addressing Configuration.
• Developing, Controlling, implementing and monitoring the Factory Depot IT system.
• Working within a TCP/IP network environment, including DHCP, DNS and Ethernet Data base server Using Oracle , DNS server, Mail server, DHCP Server monitoring and controlling.

- Provide secondary support for LAN administration.
- Installation and support of telecommunication equipment.
- Training new employees for IT Advance.
- Maintaining an effective relationship with the District Manager(DSM), Zonal Manager (ZM), Sales Representative (SR) as well as the clients.
- To work all sales software(DO, TO, TI, OC, SR ,Damage SR, Good SR, and stock adjust any fault of RFL Group (Such as RFL New, RFL Old ,SCM, CMS, and so on software)
- To Create new PC and load database that pc and access for a new use.
- Knowledge of multiple types of CCTV systems using DVR networking system.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Engineering	Computer Technology	Rangpur Polytechnic Institute, Rangpur	CGPA:3.47 out of 4	2013	4 Years	Scholarship
SSC	Science	Kamarjani Marchence high School	CGPA:4.56 out of 5	2009	2 Years	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Graphics Design	Photoshop CS &Illustrator CS6	Digital IT Bangla	Bangladesh	123/1/2 Kazi Tower Jatrabari-Dhaka-1204.	2018	3 Months
Electrical Basic	Electrical Basic Wiring	Desh Energy Limited	Bangladesh	Siddhirganj Power House.	2017	1 Month
Hardware & Network Administrator	Hardware & Network Administrator	PRAN RFL Group of MIS Department	Dhaka-1212, Bangladesh.	PRAN RFL Center, 105-Middle Badda, Dhaka-1212.	2016	1 week
Fire Fighting	Fire Safty on Network Server.	PRAN RFL GROUP	Bangladesh	Rangpur Industrial Park, Ghorashal ,Narsindi	2015	1 Week
Hardware & Network Administrator Using Windows And Linux.	Hardware & Network Administrator Using Windows And Linux.	Nester IT Solution (Green Road,Panthapath, Dhaka)	Bangladesh	Green Road, Panthapath, Dhaka	2012	4 Months

Career and Application Information:

Looking For	:	Entry Level Job
Available For	:	Full Time
Present Salary	:	Tk. 20000

Expected Salary	: Tk. 8,500
Preferred Job Category	: Engineer/Architect, IT/Telecommunication, HR/Org. Development
Preferred District	: Bogura, Dhaka, Gazipur, Narayanganj, Rangpur, Sirajganj, Tangail
Preferred Organization Types	: Telecommunication, IT Enabled Service, Computer Hardware/Network Companies

Language Proficiency:

Language	Reading	Writing	Speaking
ENGLISH	High	High	Medium
BANGLA	High	High	High

Personal Details :

Father's Name	: Md. Rabizal Haque
Mother's Name	: Mst. Khoteza Begum
Date of Birth	: June 8, 1993
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Village: Goghat, Post Office: Kamarjani(5700), Police Station: Gaibandha Sadar, District : Gaibandha.
Current Location	: Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Captain M Emdadul Haque,(E),psc,BN(Retd)	ngr. Md. Moniruzzaman
Organization	: Confidence Power ,Confidence Group	Desh Energy Limited
Designation	: Chief Operating Officer	AGM (Plant In charge)
Address	:	100MW Power Plant Desh Energy Limited Siddhirganj, Narayanganj
Phone (Off.)	:	+8801720090194
Phone (Res.)	:	
Mobile	: +880191-9268830	+8801720090194
EMail	: emdad.meh@gmail.com	monir@deshenergy.com.bd
Relation	: Professional	Professional