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MD. AMANUL ISLAM

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Career Objective:

To perform in the entry level /senior/mid level management position particularly in the area of administration, logistics personnel affairs and other relationship having a career of advancement opportunity.

Career Summary:

To bear overall responsibility of personnel, administration and Other satisfaction of any reputed or International organization.

Special Qualification:

IT enable service and having a good knowledge in computer

Employment History:

Total Year of Experience : 8.9 Year(s)

1. Officer (August 1, 2012 - Continuing)

Queen South Textile Mills Ltd

Company Location : Dhaka DEPZ

Department: IT

Duties/Responsibilities:

Maintaining & Implements all HRM (Attendance & Payroll) software function (Developed by Uddipon Digital System Visual Basic Base)

Check attendance & others problems and take correction measurement as needed (RTA-600).

Maintaining Dye Manager software function (Developed by Softworks ASP.Net Base)

Touch knowledge on SQL Server and Crystal report.

Hardware maintain & troubleshooting.

CCTV system management.

Issue new email ID for the new user and trouble shooting of mail server (Winwebmail Server) and email users problem issue.

Manage and troubleshooting wired (Mikrotik) & wireless router.

Troubleshoot LAN/WLAN problems.

Network Printer maintain & troubleshooting.

General Trouble shooting Auto Dyes & Chemical weighting system (Provide by Logic Art Automation Co. Ltd-Taiwan).

Compile, maintain, and keep all reports, records, and other documents required.

Provide day to day IT support to staff members and maintain office computer systems.

Maintain regular data backup, prepare and implement risk & recovery plan.

Self motivated, independent and good team player.

Hardware and software purchasing and maintenance/replacement.

Perform other duties as assigned.

2. Jr. Officer (March 3, 2010 - July 8, 2012)

4A Yarn Dyeing

Company Location : Kaichabari, Ashulia, Savar, Dhaka.

Department: Admin

Duties/Responsibilities:

Maintaining & Implements all HRM (Attendance) software function.

Check attendance & others problems and take correction measurement as needed.

Hardware maintain & troubleshooting.

New network survey and implement.

Troubleshoot LAN problems.

Network Topology and Protocol implementations.

Touch knowledge on SQL and Crystal report.

Create Production Report of Knitting, Dyeing, and Printing Department.

Compile, maintain, and keep all reports, records, and other documents required.

Provide day to day IT support to staff members and maintain office computer systems and servers.

Maintain regular data backup, prepare and implement risk & recovery plan.

Self motivated, independent and good team player

Perform other duties as assigned.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
MA	Arts	National University	Appeared	2014
BA	Arts	National University	Second Class, Marks :60%	2011
HSC	Business Studies	Kapilmuni College	Second Division, Marks :50%	2008
SSC	Business Studies	Agarghata High School	Third Division, Marks :39%	2004

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Fire Fighting & First Aid		Bangladesh Fire Service	Bangladesh	Dhaka.	2013	3 Days
Electronics & Maintenance		BITAC	Bangladesh	Khulna	2010	30 Days
Diploma in computer Science and Technology	Computer MS Office, Photoshop, Illustrator, Type & Shorthand, Hard Ware , Software, Networking. Payroll, Tally, ERP Dye-manager Soft.	Barishal Commercial Institute, Khulna	Bangladesh	Khulna	2010	06 Month.

Career and Application Information:

Looking For : Entry Level Job
Available For : Full Time
Expected Salary : Tk. 22,000
Preferred Job Category : Garments/Textile
Preferred District : Anywhere in Bangladesh.
Preferred Organization : Textile
Types

Language Proficiency:

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

Personal Details :

Father"s Name : Md. Amzad Ali Moral
Mother"s Name : Anjura Begum
Date of Birth : December 30, 1988
Gender : Male
Marital Status : Single
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill-Kajimucha, Post-Ramchandranagor,PS-Paikgacha, Dist-Khulna
Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Md. Zinner Hossain	Md. Mahabub Ali Khan
Organization	: Everway Yarn Dyeing Ltd.	Queen South Textile Mills Ltd.
Designation	: Manager	Sr. Officer(IT) (HR & Admin)
Address	: Kaicha Bari, Ashulia, Savar, Dhaka	DEPZ, Savar, Dhaka.
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	:	
EMail	:	
Relation	: Others	Others
