

Last Updated : **October 6, 2018**

MD. ISMAIL HOSSAIN

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Career Objective:

To work in challenging dynamic and disciplined job environment to enrich professional skill, competence and level of expertise knowledge in a nationally/internationally reputed Org., In terms of career I have focused in my experience in IT Sector.

Employment History:

Total Year of Experience : 8.6 Year(s)

1. Executive (IT & Payroll) (July 25, 2015 - Continuing)

Unitex Group

Company Location : Uttara, Dhaka & Hotapara, Gazipur

Department: Admin

Duties/Responsibilities:

Prepare Monthly Workers Salary Sheet, over time Sheet, Bonus Sheet and Staffs Salary.

prepare daily attendance & absenteeism report

Manage Attendance & Payroll Management System Application with Attendance & Access Control Device.

Maintain companies Oracle & MS Sql Server

Configure Wi-Fi Network, LAN/WAN, CCTV, IP Camera etc.

Maintenance and Backup Companies Domain Mail.

Website maintenance, Development and updating.

PC, Server & Network Trouble Shooting.

Maintenance Computer, Printer, Scanner, and other computer related equipment.

2. Engineer IT (January 1, 2013 - July 15, 2015)

Pearl Prince Industries Ltd

Company Location : Tongi, Gazipur

Department: IT

Duties/Responsibilities:

~½ Manage Attendance & Payroll Management System.

~½ Maintaining & Configuring Wi-Fi Network, LAN/WAN, CCTV, IP Camera etc.

~½ Server operates, maintenance and to ensure the security in all respect.

~½ Website maintenance, Development and updating.

~½ PC, Server & Network Trouble Shooting.

~½ Maintenance & Backup Companies Database for security reason.

~½ Maintenance Computer, Printer, Scanner, and other computer related equipments.

~½ Graphics Design (Adobe Photoshop, Illustrator)

3. Executive Officer (IT) (December 23, 2009 - September 25, 2012)

Standard Bio-Nutrition Company Pvt Ltd.

Company Location : 31 Farmgate, Dhaka

Department: I.T

Duties/Responsibilities:

- Managing Companies Customize Software.
- Maintaining & Configuring Wi-Fi Network, LAN/WAN, CCTV, IP Camera etc.
- Server operates, maintenance and to ensure the security in all respect.
- Website maintenance, Development and updating.
- PC, Server & Network Trouble Shooting.
- Maintenance & Backup Companies Database for security reason.
- Maintenance Computer, Printer, Scanner, and other computer related equipments.
- Graphics Design (Adobe Photoshop, Illustrator).
- Companies Branch office maintain & support remotely (online)
- Assist & support to develop software.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|------------------------|----------------------|---------------------------------------|--------------------|----------|----------|
| Diploma in Engineering | Computer Engineering | INFRA Polytechnic Institute, Barisal. | CGPA:3.68 out of 4 | 2008 | 4 Years |
| S.S.C (Vocational) | General Electrical | Guinggar hat high school, Bhola. | CGPA:3.18 out of 5 | 2004 | 2 Years |

Career and Application Information:

Looking For : Mid Level Job
Available For : Full Time
Expected Salary : Tk. 18,000
Preferred Job Category : IT/Telecommunication
Preferred District : Chattogram, Dhaka
Preferred Country : United States, Australia, Canada, Mexico
Preferred Organization :
Types

Specialization:

| Fields of Specialization | Description |
|--|---|
| <ul style="list-style-type: none">• MS Word/ Excel/ PowerPoint/ OneNote• Windows 2000/ 2003 Server(s)• Adobe Photoshop/ Illustrator• Cisco• CodeIgniter• CSS• Joomla• LAN/ WAN• PHP• Wireless | <ul style="list-style-type: none">• Managing Companies Customize Software.• Backup of company Software regular basis.• Maintaining & Configuring Wi-Fi Network, LAN/WAN, CCTV, IP Camera etc.• Server operates, maintenance and to ensure the security in all respect.• Control, configure, Backup & Restore Company E-mail(s) throw MS outlook & others.• Website maintenance, Development and updating.• PC, Server & Network Trouble Shooting.• Maintenance & Backup Companies Database for security reason.• Maintenance Computer, Printer, Scanner, and other computer related equipments.• Graphics Design (Adobe Photoshop, Illustrator).• Companies Branch office maintain & support remotely (online)• Best knowledge in MS Office & strong knowledge in Internet.• Assist & support develop software.• play & support throw inline (via Team Viewer)• Any other IT related matter as per company requirements.• Web Design & development (Joomla & PHP)• Good Knowledge in Printing Sector. |

Language Proficiency:

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

Personal Details :

Father"s Name : Hafez Md. Nurul Amin
 Mother"s Name : Mst. Toyoba Khanom
 Date of Birth : February 2, 1988
 Gender : Male
 Marital Status : Unmarried
 Nationality : Bangladeshi
 Religion : Islam (Sunni)
 Permanent Address : Matbar Bari, Navi Nogar bazzar, Lalmohon Bhola.
 Current Location : Dhaka

Reference (s):

Name : Md. Shafiqul Islam
 Organization : Standard Bio-Nutrition
 Designation : Manager
 Address : Center Point (Concord Tower),
 : 2nd floor, Farmgate,
 : Dhaka-1215
 Phone (Off.) : 02-9101218
 Phone (Res.) :
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 EMail :
 Relation : Professional
