

Last Updated : **July 22, 2018**

## **MD. MASUM BILLAH**

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### **Career Objective:**

To obtain a rewarding and challenging career in the Information Technology with opportunities for advancement.

### **Employment History:**

**Total Year of Experience : 12.1 Year(s)**

#### **1. Asst. Manager ( July 16, 2013 - Continuing)**

##### **Majumder Group of Industries**

Company Location : 13th Floor, Planners Tower, 13/A, Sonargoan Road, Banglamotor, Dhaka - 1000

Department: ICT Department

##### **Duties/Responsibilities:**

- \* Total ICT Department Lookafter
- \* Company web maintain
- \* Well Communicate to ICT accessories service provider
- \* ICT accessories & peripherals device purchase
- \* Photocopy, CCTV, Internet Connectivity etc of ict department
- \* well communicate with reporting management

#### **2. Officer IT ( April 2, 2011 - July 14, 2013)**

**BBS Cables Ltd.**

Company Location : Telehati, Shreepur, Gazipur

Department: Information Technology

**Duties/Responsibilities:**

Protection of PC from Virus using Updated Antivirus, Patches & Service pack.

Troubleshooting & solving of Networking connectivity & configuration Problem.

Troubleshooting and Repairing of all kinds of Hardware, Software & Internet problem.

Installation, administration & Troubleshooting of Genuine Windows Me, 2000 (Professional & Home Edition), 2003 Server, XP (professional & Home Edition), Windows Vista, Windows7 and Service packs.

Create User to rights administrator.

Installation of Network Card Printer and make it Available for all users.

Troubleshooting & repairing all kinds of Laptop Computer (HP, DELL, Compaq, Toshiba and Acer).

Network troubleshooting & maintenance of Rack, Patch panel & Fiber.

Assess the detailed requirement of Software, hardware, and accessories to develop the IT infrastructure and smooth operation for the regular works and make Necessary arrangement to procure Accessories.

Before the new windows installation to safely backup (all document & e-mail) and after windows installation complete to data restore.

Maintain to Computer and Peripherals Inventory update.

Maintain Stock management of Computer Accessories.

Properly Operate & Maintain Customize software ERP.

Properly using experience on license copy software and Antivirus.

Experience configure POP3 and SMTP Email client software (Outlook, Eudora, Outlook Express & Mozilla Thanderbird).

3. **Executive IT & PS to Managing Director ( September 1, 2009 - March 30, 2011)**

**Seagull Hotel Ltd.**

Company Location : Cox`s Bazar

Department: Information Technology

4. **System Assistant ( June 18, 2007 - August 30, 2009)**

**Institute of Water Modelling**

Company Location : New DOHS, Mohakhali, Dhaka -1206

Department: ICT

**Duties/Responsibilities:**

Protection of PC from Virus using Updated Antivirus, Patches & Service pack.

Troubleshooting & solving of Networking connectivity & configuration Problem.

Troubleshooting and Repairing of all kinds of Hardware, Software & Internet problem.

Installation, administration & Troubleshooting of Genuine Windows Me, 2000 (Professional & Home Edition), 2003 Server, XP (professional & Home Edition), Windows Vista and Service packs.

Create User to rights administrator.

Installation of Network Card Printer and make it Available for all users.

Troubleshooting & repairing all kinds of Laptop Computer (HP, DELL, Compaq, Toshiba and Acer).

Operate & Maintenance all kind of Laptop Computer.

Troubleshooting & repairing of Online, Line interactive & Offline UPS.

Troubleshooting & repairing of Printers LaserJet & DeskJet of HP, EPSON, Canon, and Lexmark.

Troubleshooting & repairing of Line-Printer NCR.

Repairing all kinds of Monitor, Power Supply, Stabilizer, HUB, and Router & Switch.

Network troubleshooting & maintenance of Rack, Patch panel & Fiber.

Managing 250 KVA Sub-Station & 250 KVA Generator in order to run the Power System smoothly.

Assess the detailed requirement of Software, hardware, and accessories to develop the IT infrastructure and smooth operation for the regular works and make Necessary arrangement to procure Accessories.

Experience on Multimedia Projector smoothly operation (Inside & Outside).

Before the new windows installation to safely backup (all document & e-mail) and after windows installation complete to data restore.

Maintain to Computer and Peripherals Inventory update.

Maintain Stock management of Computer Accessories.

Maintain to Generator fuel and diesel.

Properly Operate Customize software.

Properly using experience on license copy software and Antivirus.

Experience configure POP3 and SMTP Email client software (Outlook, Eudora & Outlook Express)

## 5. Assistant System Engineer ( October 1, 2006 - May 30, 2007)

### **Golden Life Insurance Co. Ltd.**

Company Location : Uttara Bank Bhaban, Motijheel, Dhaka

Department: ICT

### **Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Computer Science & Technology	Computer Science & Engineering.	Barisal Polytechnic Institute.	CGPA:3 out of 4	2006	04 Years
S.S.C Vocational	General Electrical	Idilpur Pilot High School	CGPA:4.45 out of 5	2002	10

### **Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Assistant System Engineer	Brand PC Division, Clone PC Division, Laptop Division, Printer Division (dot, inkjet, LaserJet) Monitor Division, Power Supply Division, Help Desk	Flora Limited	Bangladesh	Doynik Bangla, Motijheel B/A, Dhaka ং 1000.	2005	6 Months

### **Career and Application Information:**

Looking For : Top Level Job  
Available For : Full Time  
Present Salary : Tk. 40000  
Expected Salary : Tk. 0  
Preferred Job Category : Garments/Textile, IT/Telecommunication  
Preferred District : Anywhere in Bangladesh.  
Preferred Country : United States, Canada  
Preferred Organization : Insurance, Software Company, IT Enabled Service,  
Types Multinational Companies, Textile, Hospital, Pharmaceuticals, Hotel, Real Estate, Tobacco, Share Brokerage/ Securities House, Plastic/ Polymer Industry

### **Personal Details :**

Father"s Name : Late. Md. Hossain Ali  
Mother"s Name : Mst. Feroja Begum  
Date of Birth : December 31, 1987  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Vill.- Mohish kandi, P.O.- Goshair Hat, P.S.-Goshair Hat, Dist.- Shariatpur  
Current Location : Dhaka