

Last Updated : **April 14, 2015**

## **MOHAMMAD ABDUR RAHMAN**

Address: Flat-06, House No- Ja-63, Matir Gor Goli, Midal Badda, Gulshan-1, Dhaka.

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### **Career Objective:**

To be a professional in the field of Computer Science and Information Technology environment . To Contribute my knowledge and skills that involves the development and upholding of new and existing systems.

### **Career Summary:**

# Abul Khair Group & Company

Designation : MIS Operator

Working Period: 26th Jan 2012 -Continuing

# Bangladesh Election Commotion

Designation : Team Leader / Data Entry Operator.

Working Period : August 12, 2007 To June 26, 2008.

### **Special Qualification:**

\* IP-camera,CC camera, Attendance Device, Network Printer & others IT equipment. Proxy Servers, Routers and Database Server maintenance & necessary data backup.

\* troubleshoot, assemble and handle computer / laptop related problems.

### **Employment History:**

**Total Year of Experience : 3.9 Year(s)**

1. **MIS Operator ( January 26, 2012 - February 11, 2015)**

**Abul Khair Group & Company**

Company Location : Head Office : House # 75, Road # 9/A, Dhanmondi, Dhaka

Department: MIS Department (AKCGD)

**Duties/Responsibilities:**

1. Data Entry Operation for ERP.
2. Basic Knowledge in Customized ERP Software
3. Basic Knowledge in Database.
4. Solving Instant Computer Hardware & Software Problem.
5. MKT Visit, Route/Sub-Outlet/Outlet/Comparator/SKU/ Rate Difarance/Product/CM/SR Profile Information, 6. Always Monitoring & Doing to Emergency Head Office Report Send.
7. Provides All Reports to Management .
8. Operation MIS Mobile Software .
9. Monitoring SR Mobile Software.
10. Solving MIS Mobile Related Problem.
- 11.Minimize All Kinds of Sales Related Technical Problem.
9. . My responsibility is collecting all of the daily information by MIS such as total daily Distributor sales, total order of SR (Sales Representative) and TSO (Territory Sales Officer) and auditing their activity. Finally sending all information to head office via Email & Text message.
10. MIS Backup, Backup Restore, Exe Replace, Script Run
11. SQL Server installation and configuration 2005/2000/2008,

**2. Team Ledar, Operator. ( August 12, 2007 - June 26, 2008)****Bangladesh National ID Card Project.**

Company Location : Feni District National ID Card Project.

Department: Feni.

**Duties/Responsibilities:**

Responsibility Duty

Monitoring, Data Entry, Prof Leader,

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Computer Since Engineering.	Computer Technology	Feni Polytechnice Institute, Feni	CGPA:3.09 out of 4	2010	4 Years	1st, 3rd & 5th Semester Result Above Merit List.
SSC	Busness Commutitaton.	Bishnupur High School	CGPA:3.5 out of 5	2006	10	Rover Scout Member, Cricketer, Long Jump

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Hardware & Basic Networking (Industril Training).	Hardware & Basic Networking. # Computer Hardware & Networking Windows Server-2003	Zenuty Training Center, Mirpur-2, Dhaka	Bangladesh	Dhaka	2009	06 M
Office Application	MS Word, Excel, Access & Bangle Typing With Bi joy Bangla-2003. Bangle Typing Speed = Per 1Mint- Above 50 word . English Typing Speed = Per 1 Mints- Above 60 word.	Feni Al Fatha Computer, # Sofi Market, Boro Mosjid Goli, Trank Road, Feni-3900.	Bangladesh	Feni.	2006	02 (Two Years).

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

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 11500  
 Expected Salary : Tk. 14,000  
 Preferred Job Category : General Management/Admin, IT/Telecommunication  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Italy, Japan, Malaysia, Saudi Arabia, Australia, France, Kuwait, Oman, Singapore, South Korea  
 Preferred Organization : Telecommunication, Software Company, IT Enabled Service, ISP, NGO, Shipping, Multinational Companies, Engineering Firms, Buying House, Group of Companies, Share Brokerage/ Securities House, Garments Accessories

### **Specialization:**

Fields of Specialization
<ul style="list-style-type: none"> <li>• Data Entry Operator (Both English &amp; Bengali)</li> <li>• Accounting Data Entry</li> <li>• Administration</li> </ul>

### **Extra Curricular Activities:**

Cricket, Good Swimming, Batmen-ton, Long Jumps, 1000 Meters Long Run, Rover Scout School Team Leader . I Sing Song. Drama, Poem and Etc.

### **Language Proficiency:**

Language	Reading	Writing	Speaking
English	High	High	High
Banglai	High	High	High

### **Personal Details :**

Father"s Name : Mohammad Bajlur Rahman  
Mother"s Name : Jahanara Begum  
Date of Birth : June 30, 1990  
Gender : Male  
Marital Status : Single  
Nationality : Bangladeshi  
Religion : Islam  
Permanent Address : Esha Vila, G-1(97/8), West Danmondi, Shankor, dhaka-1209  
Current Location : Feni

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: A.F.M Kutub Uddin Pavel	S.M. Hamidul Hoque
Organization	: Abul Khair Group & Company	Feni Polytechnic Institute, Feni.
Designation	: Incharge (MIS Department) AKCGD. Abul Khair & Group Consumer Goods Division MIS	Head of the Department.
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Phone (Res.)	: 0	
Mobile	: 01819171520	01711-231503
EMail	: kuddin@abulkhairgroup.com	smhamidcse@gmail.com
Relation	: Professional	Academic

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