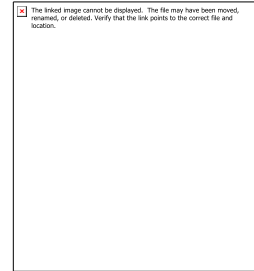


Applied For: **IT Executive (Sylhet)**

Last Updated : **October 29, 2018**

## MOHAMMAD MONIR UDDIN

Address: 355/A, Zakir Bhaban, Al Amin Road, Bahaddarhat, P.O= Chandgaon-4212,  
Panchlaish, Chittagong.  
Mobile : 01824984994  
email:mohammadmonir@ymail.com



### **Career Objective:**

To work in a challenging position that supports my education, and skill and open a new dimension of understanding and learning for prosperous career in any reputed company.

### **Special Qualification:**

1. Adaptable to complex and challenging situation.
2. A self-driven attitude, willingness to learn and a strong presence of mind.
3. Optimistic, confident and benevolent.
4. Energetic, devoted, sincere and hard working.

### **Employment History:**

**Total Year of Experience :** 3.3 Year(s)

#### **1. ERP Business Coordinator ( September 1, 2018 - Continuing)**

##### **Spectrum Lanka Technology Solutions Limited (SLTS)**

Company Location : House # 118 (1st floor), Road # 9, Block # C Niketon, Gulshan-1, Dhaka-1212  
Department: Spectrum Lanka Management Solutions Limited (SLMS)

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

1. Make Plan and coordinate upgrades and software support for ERP system.
2. Work with programmers and analysts to make changes to the database and reporting system.
3. Confer with co-workers to determine impact of database changes on other systems.
4. Support end-users of the system by writing reports, releasing maintenance and upgrade plans, and SQL queries.
5. Develop and maintain procedures, guides, handouts, and other technical documentation as needed.
6. Assist with the planning/management of various assigned IT related projects.
7. Work as a key member within the Implementation team.
8. Analyze data and produce report as required.
9. Establish & maintain logging system for day-to-day issues related to ERP implementation.
10. Should be able to interact with Users to understand business practices and configure the system accordingly.
11. Setup Configure and test Integration with various modules.
12. Support end users on the system ensuring they are constantly aware of new functionalities and efficient usage of the ERP system.
13. Effectively carry out other duties as assigned.

2. **IE Executive ( April 16, 2017 - August 30, 2018)**

**Well Group**

Company Location : A-23, s-6 BSCIC Industrial Estate, Kalurghat, Chittagong.  
Department: Industrial Engineering and Planning Department

3. **Industrial Engineering Officer ( August 18, 2015 - April 15, 2017)**

**Well Group**

Company Location : A-23, S-6 BSCIC Industrial Estate, Kalurghat, Chittagong, Bangladesh.  
Department: Industrial Engineering and Planning Department

4. **Internship ( September 28, 2014 - January 1, 2015)**

**Bank Asia Limited**

Company Location : Kabir Tower, Kamal Bazar, Mohora, Kalurghat, Chittagong.  
Department: Remittance, Customer Service, Loan.

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Master of Business Administration (MBA)	Human Resource Management	BGC Trust University Bangladesh, Chittagong	CGPA:3.63 out of 4	2015	1
Bachelor of Business Administration (BBA)	Human Resource Management	BGC Trust University Bangladesh, Chittagong	CGPA:3.45 out of 4	2014	4
HSC	Business Studies	Islamia Degree Collage, Chittagong	CGPA:3.6 out of 5	2010	2
SSC	Business Studies	Chittagong Residential High School	CGPA:3.56 out of 5	2008	-

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
Maintanance Technology of Brother Brand Industrial Sewing Machines		Brother International Singapore Pte Ltd	Bangladesh		2016	1
Training Under Spectrum Lanka Technology Solutions (SLTS)	Industrial Engineering	SLTS	Bangladesh	Well Group	2016	1.5 Years
Workshop on Supply Chain Management	Supply Chain Management	Management Communication Club, University of Chittagong	Bangladesh	FBA Auditorium, University of Chittagong	2015	1

Seminar on 'Business Studies in Practice'	Business Studies in Practice	BGC Trust University Bangladesh	Bangladesh	BGC Bidyaniketon, Nasirabad, Chittagong	2014	2 Days
Workshop on 'Career Development, Cover Letter & Resume Writing and Facing Interview'	Career Development, Cover Letter & Resume Writing and Facing Interview.	BGC Trust University Bangladesh	Bangladesh	BGC Bidyaniketon, Nasirabad, Chittagong	2012	2 Days

#### **Professional Qualification:**

Certification	Institute	Location	From	To
Graphics Design, The Expert Program	MEDS IT DEVELOPMENT LTD.	GEC	April 1, 2012	July 31, 2012
Computer Basic Course	Department of Youth Development under Ministry of Youth & Sports		May 1, 2008	August 31, 2008

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

Looking For	: Entry Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: Bank/Non-Bank Fin. Institution, Garments/Textile
Preferred District	: Anywhere in Bangladesh.
Preferred Organization Types	: Banks, Telecommunication, Manufacturing (Light Engineering & Heavy Industry), Consulting Firms, Garments, Textile, Real Estate, Plastic/ Polymer Industry, Packaging Industry, Steel, Spinning, Chain shop

#### **Language Proficiency:**

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

#### **Personal Details :**

Father's Name	: Alhaj Zakir Hossain
Mother's Name	: Nilufer Begum
Date of Birth	: December 3, 1993
Gender	: Male
Marital Status	: Unmarried
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: 355/A, Zakir Bhaban, Al Amin Road, Bahaddarhat, P:O= Chandgaon-4212, Panchlaish, Chittagong.
Current Location	: Chattogram

**Reference (s):**

	<b><u>Reference: 01</u></b>	<b><u>Reference: 02</u></b>
Name	: Wasantha Kumara Yakupitiya	Prof. Ranajit Kumar Dey
Organization	: Spectrum Lanka Technology Solution Limited (SLTS)	BGC Trust University Bangladesh
Designation	: Technical Consultant	Dean
Address	: House # 118(1st Floor), Road # 09, Block # C, Niketan, Gulshan-1, Dhaka-1212, Bangladesh.	BGC Biddyaniketon, 74/81, Nasirabad, Bayazid Bostami Road, Chittagong-4210.
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Phone (Res.)	:	
Mobile	: 8801730013639	+8801715320205
EMail	: wasantha@spectrumlanka.com	info@bgctub-edu.com
Relation	: Professional	Academic