

Last Updated : **January 6, 2019**

## **MOHAMMAD ZIAUR RAHMAN**

Address: Vill: Baipail, Post: Dhamsona, Ashulia, Dhaka  
Mobile : 01911181280  
email:jilikzia@gmail.com, zia@prettygroupbd.com



### **Career Objective:**

To Obtain a challenging position in the field of IT where I can utilize my technical knowledge, creativity and all my learning experience for the organizations growth. Also I would like to show my performance in Networking, web Design & Development.

### **Career Summary:**

Experienced professional with monitoring and maintaining computer systems and networks (LAN & WAN). Expertise on Different HR Management And Payroll Software like Bio HRM, Jibika etc.

I have implement a payroll software named JIBIKA with Face Attendance and Developed Total Networking System Design, CCTV Camera, DVR, PABX & Access Control Device at S.Suhi Industrial Park Ltd. I have also implement factory packing & shipping software RFID for GU buyer requirement.

### **Special Qualification:**

Have strong technical knowledge of OS, hardware, network, SQL server 2012 R2 and Windows server 2012 R2. Excellent knowledge on web Design & development using HTML/HTML5, CSS3, PHP, MySQL and JavaScript.

### **Employment History:**

**Total Year of Experience : 4.9 Year(s)**

1. **IT Officer ( November 21, 2015 - Continuing)**

## **S.Suhi Industrial Park ltd (Pretty Group)**

Company Location : Zamgora, Ashulia, Savar, Dhaka

Department: IT

### **Duties/Responsibilities:**

1. Networking design, setup & maintenance (Network Infrastructure, LAN, WAN, Wi-Fi & VPN)
2. MikroTiK (IP & NAT, Bandwidth Manage, IP Restriction, User Manage, DHCP & Proxy, E-mail Backup & Restore, NTP & VLAN, PPPoE, Routing, Firewall, Wireless Fiver Radio ,GRE TUNNEL , VPN etc
3. Technical issue managed (95 computers, Networking, Hardware, Software, Antivirus, Printer, PABX (Panasonic), UPS/IPS, Attendance machine (Face & Finger)
4. E-mail Create, configuration, maintain and backup in Microsoft outlook, Office 365, Office 2013 & Office 2016
5. Administration, PO load, user training & uses follow-up of RFID Packing & Shipping System Software for GU buyer requirement
6. CCTV security system Design, setup, maintenance, Monitoring as per compliance & Companies rules.
7. Payroll Software ( JIBIKA ) Server & Client Setup and Configuration, Update, Daily Database Backup & Apply different policy when need
8. Ensure making of Salary, Wages, OT allowance, Incentives, increment, Bonus, EL salary, ML salary
9. Scan & pack Software (Server & Client Setup and Configuration) Software Operation, Database Backup, PO & DO Input
10. Maintain current and accurate inventory of Technology hardware, software and resources
11. Prepare Monthly Budget and Purchase spare parts of Desktop & Laptop computer, UPS, Toner etc.
12. Handle the ERP software to generate MIS report, maintenance the software to getting report smoothly.
13. Keep in touch with vendor to prompt support against product warranty issue & Co-ordinate with vendors for the purchase of hardware, software and IT related products and support.

## **2. IT Officer ( February 8, 2014 - November 19, 2015)**

**Alif Embroidery Village Ltd.**

Company Location : Bangabandhu Road, Tongabari, Ashulia, Savar, Dhaka

Department: IT

**Duties/Responsibilities:**

1. Manage & ensure proper functioning of computer systems, networks, printer, scanner, access control device, Hardware and Software trouble shooting.
2. Configure and manage Network devices like switches, routers, firewalls, WiFi etc.
3. E-mail Create, configuration, maintain and backup in Microsoft outlook environment.
4. Troubleshooting system and network problems and diagnosing and solving hardware/software faults.
5. Setting up help new users about IT equipment if required.
6. Handle & Trouble Shoot of CCTV Camera, DVR, finger Attendances & Access control Device

**Academic Qualification:**

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Bsc in Computer Science & Engineering	Computer Science	City University	CGPA:2.81 out of 4	2014	4 Years
Hsc	Science	Jirabo Dewan Idris College, Savar	CGPA:2.8 out of 5	2010	2 years
SSC	Science	Rahima Jolil Secondary School, Nalsia	CGPA:3.63 out of 5	2006	2 years

**Training Summary:**

Training Title	Topic	Institute	Country	Location	Year	Duration
CCNA	Cisco Switching & Routing	IT Bangla	Bangladesh	32 Topkhana Road, Purana Paltan, Dhaka	2014	6 Months
IT Administration	Windows OS, Installing and Configuring Windows 7 Client, Data Communications and Networking, Installing and Configuring Windows Server 2012, Linux Administering.	Bangladesh Association Of Software & Information Service	Bangladesh	BDBL Bhaban, Karwan bazar, Dhaka	2013	2 Months
Computer Hardware	Computer Hardware Maintenance, Software Instalation, Configuration, Updating & Troubleshoot	Liton Computer Solutions	Bangladesh	Ashulia, Savar, Dhaka	2013	6 Months

**Career and Application Information:**

Looking For : Mid Level Job  
 Available For : Full Time  
 Present Salary : Tk. 25000  
 Expected Salary : Tk. 15,000  
 Preferred Job Category : Garments/Textile, IT/Telecommunication, Electrician/Electronics Technician  
 Preferred District : Anywhere in Bangladesh.  
 Preferred Country : Germany, Malaysia, Australia, Bahrain, Canada, Kuwait, Singapore  
 Preferred Organization Types : Banks, Telecommunication, IT Enabled Service, ISP, Computer Hardware/Network Companies, Multinational Companies, Engineering Firms, Group of Companies

**Extra Curricular Activities:**

Have organized a social club in our Village Named ( Khashimara monob kollan songho ). Participated in various cultural activities in my School & College.

### **Language Proficiency:**

<b>Language</b>	<b>Reading</b>	<b>Writing</b>	<b>Speaking</b>
Bengli	High	High	High
English	High	High	Medium

### **Personal Details :**

Father"s Name : Abdul Barek  
Mother"s Name : Khudeza Begom  
Date of Birth : January 22, 1991  
Gender : Male  
Marital Status : Married  
Nationality : Bangladeshi  
Religion : Islam  
Current Location : Dhaka

### **Reference (s):**

	<b>Reference: 01</b>	<b>Reference: 02</b>
Name	: Utpal Kumar Ghose	NURMOHAMMED
Organization	: Bangladesh Open University	Pretty Sweaters Ltd
Designation	: Assistant System Analyst	Sr. Officer IT
Address	:	Pretty Square South Salna, Gazipur, Bangladesh
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01817095283	01915653960
EMail	: upg@gmail.com	kazinurmohammad@gmail.com
Relation	: Academic	Professional

---