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MOHE UDDIN MARUF

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Career Objective:

As a bright ambitious person, I enjoy working in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding of the task at hand. I am seeking a position that will utilize my skill

Career Summary:

Promote optimal performance, reliability, and security across core business systems
â€¢ Results-driven professional offering a progressive, seven-year career in information technology.

â€¢ Repeated success directing IT projects from inception to execution, strategically allocating resources and delegating tasks to achieve on-time, on-budget delivery

â€¢ Areas of Expertise â€¢

Project Management | System Administration

Vendor Relations | Strategic Planning | Database Administration

Special Qualification:

â€¢ Work well under pressure to meet deadlines

â€¢ Able and willing to assist co-workers, supervisors, and clients in a cooperative manner

â€¢ Ability to work in a fast-paced, intense environment smoothly

â€¢ Committed to providing total quality works

Employment History:

Total Year of Experience : 7.3 Year(s)

1. Deputy Manager (February 15, 2018 - Continuing)

Unitex Group

Company Location : Agrabad, Chittagong

Department: IT

Duties/Responsibilities:

Design, develop, implement and coordinate systems, policies and procedures. Managing information technology and computer systems Ensure security of data, Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance. network access and backup systems. Identify problematic areas and implement strategic solutions in time. Preserve assets, information security and control structures. Plan, organize, control and evaluate IT and electronic data operations. Audit systems and assess their outcomes. Preserve assets, information security and control structures. Handle annual budget and ensure cost effectiveness

2. Assistant Manager (April 23, 2014 - February 15, 2018)

Pretty Group

Company Location : Pretty Square, Salna, Gazipur, Dhaka

Department: IT

Duties/Responsibilities:

Head of IT Team of Pretty Sweaters Ltd factory. Execute all departmental work by Company IT policy. Assign job daily basis to IT Team mate and supervise all activities. Planning, design, analysis and implementation of network upgrade, IP Camera project. Prepare budget plan. Implement new technology by requirement of higher authority/Buyer. Foreign buyer (GU, Deben Hams, Carters, H&M, C&A, Walmart, Lidle, Tesco) audit face and coordination for IT Security, CTPAT audit. Radio link & optical fiber Internet & Intranet connectivity maintain. Third Party Software Company & service Provider Company management. MS Exchange mail Server administration. DHCP Server, File Server. Group Policy implementation. Routing, Internet bandwidth control, websites access control. Video conferencing system maintain. IP phone system maintain. Maintain Bio Metric Access System, intrusion alarm system, Video conferencing system maintenance. CCTV/IP Camera systems maintenance. Proper documentation of IT inventory. Maintain proper document for submit requisition (PR), Challan and Laptop/Desktop, accessories handover form. Reporting daily basis to AGM-IT sir, corporate office

3. Senior Officer (IT) (March 18, 2012 - April 20, 2014)**SA GROUP OF INDUSTRIES**

Company Location : Finlay House, Agrabad C/A, Chittagong

Department: IT

Duties/Responsibilities:

ERP Software Development & Error Handling, Crystal Report Design by the requirement of Higher management. MS SQL Server 2008 Database Administration & Error Handling, Mail Server administration. FTP Server Administration (Linux). Domain controller, DNS Server, DHCP Server, File Server Configure and Administration. Configure VPN Server. Group Policy implementation. Configure & Administration of router. Routing, Internet bandwidth control, websites access blocking. Supervise Activity of IT team to ensure smooth operation of Desktop, Laptop, printer, Wi-Fi router & other IT equipment. Access control system trouble shoot, CCTV control systems troubleshoot. Handlin service provider company (ISP, Computer accessories Provider, mobile company etc.)

4. Sr. Executive (August 15, 2011 - March 10, 2012)**CONCORD GROUP**

Company Location : Khulshi, Chittagong.

Department: IT

Duties/Responsibilities:

Provide Desktop and Laptop computer Problem solution, Network printer, Laser Printer and ink-jet Printer Servicing and solution. UPS Servicing and Solution. Networking Problem Solution, Maintenance an Server based computer Network, Maintenance Internet server. Access Control Management. CCTV System Solution.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Masters of Business Administration (MBA)	Management	Asian University of Bangladesh	Enrolled	2019	1.8 Years
B.Sc. in Computer Science and Engineering	Computer Science & Engineering	Asian University of Bangladesh	CGPA:3.22 out of 4	2018	04 Years
Diploma in Engineering	Computer Science and Engineering	Chittagong polytechnic institute.	CGPA:3 out of 4	2007	4 Years
SSC	Electronics	Khagrachari Technical School and College	CGPA:3.36 out of 5	2002	10 Years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Industrial Training	Dial up & BroadBand Networking.	The Link	Bangladesh	Chittagong	2006	6 months

Professional Qualification:

Certification	Institute	Location	From	To
Cisco Certified Network Associate (CCNA)	New Horizons	Chittagong	November 3, 2007	December 29, 2007
Windows 2000 & 2003 Server Enterprise Management	The Link	Chittagong.	April 15, 2005	July 26, 2005
Computer Hardware & Trouble Shooting	Computer Village	Chittagong	March 12, 2005	June 25, 2005
MS Office Application	Jewel Commercial Collage.	Khagrachari	March 5, 2002	June 24, 2002

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Present Salary : Tk. 45000
 Expected Salary : Tk. 30,000
 Preferred Job Category : Garments/Textile, IT/Telecommunication
 Preferred District : Chattogram, Dhaka
 Preferred Country : Germany, Italy, United Kingdom, United States, Australia, Canada, France, Singapore, United Arab Emirates
 Preferred Organization Types : Banks, Garments, Textile, Group of Companies, Garments Accessories

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • Crystal Reports • MS SQL Server • Windows 2000/ 2003 Server(s) • MS Exchange Server 	ERP System implementation, Configure and Administration of Domain controller, Mail server (Linux), FTP server(Linux), File Server, Mikrotik Router configuration, DBMS Administration in MS SQL Server 2008. Desktop and Laptop Problem solution. Access control system administration. CCTV System Administration.

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	Medium	Medium	Medium
Hindi	Low	Low	Medium

Personal Details :

Father"s Name : Md. Abdul Monaf
 Mother"s Name : Rehana Begum
 Date of Birth : February 12, 1985
 Gender : Male
 Marital Status : Single
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : House # 20, Road # 12, Nikunja 2, Khilkheth, Dhaka, KhilkhethTSO,
 Khilkheth, Dhaka 1229
 Current Location : Dhaka

Reference (s):

	<u>Reference: 01</u>	<u>Reference: 02</u>
Name	: Major (Retd) Sadin Tayeb	Nahid Akter Nirob
Organization	: Youngone Group	Pretty Group of Industries
Designation	: DGM (HR & Compliance)	AGM (HR & Compliance)
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Relation	: Professional	Professional
