

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

Last Updated : **April 10, 2018**

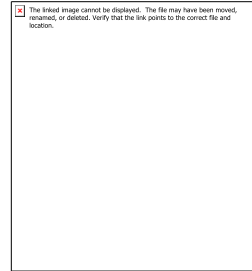
MOTIUR RAHMAN

Address: 1612, south Sanla, Sanla Bazar, Gazipur Sadar, Gazipur-1702 Montiry Bari Road (Sobuj Villa).

Home Phone: 01917686650

Mobile : 01785946863

email:razun85@gmail.com



Career Objective:

To be a part of challenging team where I can effectively contribute technically and functionally with the team. updated latest technologies apply the same successful completion. Willing to work accepting new responsibilities drive for results.

Employment History:

Total Year of Experience : 8.5 Year(s)

1. Officer-IT (March 5, 2018 - Continuing)

Cutting Edge Industries Ltd. A Concern of MBM Group

Company Location : 1612, south Sanla, Sanla Bazar, Gazipur Sadar, Gazipur-1702

Department: IT

Duties/Responsibilities:

- Provide IT supports to all and other IT assets as per company IT policy.
- Maintain WAN & LAN (Appx.250 Computers), Wi-Fi Router, Mail Server, VNC server, FTP server, Oracle server, Domain server, Payroll Server and Support both software and hardware related problems.
- Installation & Trouble shooting Hardware and Network related problems including Windows, Antivirus, Thunderbird mail, LAN and Printers, Wi-Fi etc.
- Setup and maintain experience of handling & Trouble Shooting of CCTV Equipment.
- Conduct user training for software and application as required.
- Provide IT supports to all and other IT assets as per company IT policy.
- Installing and configuring computer hardware operating systems and applications
- Troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Installation, Maintenance & Troubleshooting of LAN/ MAN/ WAN equipment's like Router, Switches and Server.
- Able to communicate with each user in a professional manner.
- Monitoring and ensure day to day IT operation is running smoothly.
- Strong understanding of TCP/ IP.
- Company user mail configure and Ensuring troubleshooting support for all types of Mail (SMTP, POP3) problems in Thunderbird, Outlook Express, Office Outlook (2003, 2007, 2010), etc .
- User & Bandwidth Management on Router.
- Understanding of Computer power and UPS, Suitable system of power, online and offline UPS
- Identifying and monitoring recurring requirements for all computer/laptop users, and formulating

and implementing desired solutions for them accordingly

- Developing mechanisms for routine systems check-up at different user levels to ensure a robust IT systems management
- All technical support and troubleshooting activities related to Network printers, LaserJet printers, photocopying machines, scanners, CCTV cameras, Access Control Devices, Multimedia Projectors, etc.
- Ensuring troubleshooting support for all types of Mail (SMTP, POP3) problems in Thunderbird, Outlook Express, Office Outlook (2003, 2007, 2010), etc.
- Working with Active Directory, DHCP Servers, PPPoE Server, Backup Server for data, FTP and File Sharing, etc.
- Providing coordinated support to the Automation team members in issues such as administration of computerized attendance systems, biometric software for workers information databases, etc.
- Maintain current and accurate inventory of technology hardware, software and resources.

2. **Officer-IT (April 20, 2015 - March 4, 2018)**

Zon Ron Sweaters Ltd. A Concern of Zonron Group

Company Location : Nishchintapur, Ashulia Depz Road, Zirabo, Savar Dhaka, Bangladesh

Department: IT

Duties/Responsibilities:

Provide IT supports to all and other IT assets as per company IT policy.

Maintain WAN & LAN (Appx.250 Computers), Wi-Fi Router, Mail Server, VNC server, FTP server, Oracle server, Domain server, Payroll Server and Support both software and hardware related problems.

Installation & Trouble shooting Hardware and Network related problems including Windows, Antivirus, Thunderbird mail, LAN and Printers, Wi-Fi etc.

Setup and maintain experience of handling & Trouble Shooting of CCTV Equipment.

Conduct user training for software and application as required.

Updating inventory of all hardware and software and maintaining proper documentation.

Managing Administrative work as per company required.

- * Monitor the data entry performance, Compliance rules and deploy it for the payroll.
- * Understanding Factory Payroll requirements and ERP project developer has the responsibility to design a comprehensive strategy for achieving successful outcome of the project.
- * Responsible for developing a good relationship with the respective ERP users, get inputs from the users and communicate to the team members of the payroll management.
- * End to End management and co-ordination of the project and responsible for the successful completion of the project.
- * Prepare all kinds of payment sheet, Increment proposal sheet and Allowance sheet for factory employees.
- * Arrange all the facilities to the team who are working on the project, provide training, support and extract the best out of the team.
- * Design schedule for the payroll, and set time line for each member of the team and delegate specific task to each members of the payroll.
- * Predict risk factors and eliminate it for the successful completion of the project.
- * Frequently reporting about the payroll to the head office on exactly about the progress of payroll system, if it is laid down in the proposal.
- * Direct the development, implementation and administration of all IT for factory end users.
- * Ensure timely and accurate delivery of technology products and services.
- * Manage multiple areas of technology and multiple departments.
- * Define and improve all system and network operations processes.

3. **IT-Officer (April 1, 2012 - April 19, 2015)**

Sonia & Sweaters Ltd. A Concern of Sonia Group

Company Location : Kondolbagh, Taibpur Ashulia Road Savar Dhaka

Department: IT

Duties/Responsibilities:

Provide IT supports to all and other IT assets as per company IT policy.
Maintain WAN & LAN (Appx.250 Computers), Wi-Fi Router, Mail Server, VNC server, FTP server, Oracle server, Domain server, Payroll Server and Support both software and hardware related problems.
Installation & Trouble shooting Hardware and Network related problems including Windows, Antivirus, Thunderbird mail, LAN and Printers, Wi-Fi etc.
Setup and maintain experience of handling & Trouble Shooting of CCTV Equipment.
Conduct user training for software and application as required.
Updating inventory of all hardware and software and maintaining proper documentation.
Managing Administrative work as per company required.

4. Hardware, Software & Network Engineer (January 12, 2010 - January 28, 2012)**Xeon computers & Technology**

Company Location : Shpp#835.Level#869.Multiplan Centre (ECS) New Elephant Road. Dhaka-1205
Department: IT

Duties/Responsibilities:

Installations, Assembling & troubleshooting for Hardware/Software, Maintenance of LAN/WAN
Hardware, Support for Clients, Solve virus problem.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
B.sc. in Computer science and Engineering (CSE)	B.sc. in Computer science and Engineering (CSE)	Royal University of Dhaka (RUD)	CGPA:3.51 out of 4	2014	4 Years	Passed
HSC	Entrepreneurship Development	Mathajehat Technical And Business Management College	CGPA:3.71 out of 5	2009	02Years	Passed
SSC	General	Badalgachi Fatezangpur Islamia Dakhil Madrasah	CGPA:2.83 out of 5	2007	2 Years	Passed

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
INTERNSHIP	Computer Hardware, Networking, Software InsInstallation,Printer, UPS Repair	Sonia Group	Bangladesh	Dhaka	2012	3 Month

Professional Qualification:

Certification	Institute	Location	From	To
Computer Fundamentals (Office)	Pritom Computer Centre	Badalgachi.Naogaon	January 1, 2009	June 30, 2009

Career and Application Information:

Looking For : Entry Level Job
 Available For : Full Time
 Expected Salary : Tk. 20,000
 Preferred Job Category : IT/Telecommunication, Data Entry/Operator/BPO
 Preferred District : Anywhere in Bangladesh.
 Preferred Organization Types : Banks, Telecommunication, Software Company, IT Enabled Service, Trading or Export/Import, Multinational Companies, Textile, Real Estate, Overseas Companies, Sweater Industry

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> • MS Access • MS SQL Server • Unix • Windows 2000/ 2003 Server(s) • Windows Administration • Windows XP/ 2000/ ME/ 98 • Windows XPe • Oracle • LAN/ WAN 	<ul style="list-style-type: none"> • Provide IT supports to all and other IT assets as per company IT policy. • Installing and configuring computer hardware operating systems and applications • Troubleshooting system and network problems and diagnosing and solving hardware or software faults. • Installation, Maintenance & Troubleshooting of LAN/ MAN/ WAN equipment`s like Router, Switches and Server. • Able to communicate with each user in a professional manner. • Monitoring and ensure day to day IT operation is running smoothly. • Strong understanding of TCP/ IP. • Company user mail configure and Ensuring troubleshooting support for all types of Mail (SMTP, POP3) problems in Thunderbird, Outlook Express, Office Outlook (2003, 2007, 2010), etc . • User & Bandwidth Management on Router. • Understanding of Computer power and UPS, Suitable system of power, online and offline UPS • Identifying and monitoring recurring requirements for all computer/laptop users, and formulating and implementing desired solutions for them accordingly • Developing mechanisms for routine systems check-up at different user levels to ensure a robust IT systems management • All technical support and troubleshooting activities related to Network printers, LaserJet printers, photocopying machines, scanners, CCTV cameras, Access Control Devices, Multimedia Projectors, etc. • Ensuring troubleshooting support for all types of Mail (SMTP, POP3) problems in Thunderbird, Outlook Express, Office Outlook (2003, 2007, 2010), etc. • Working with Active Directory, DHCP Servers, PPPoE Server, Backup Server for data, FTP and File Sharing, etc. • Providing coordinated support to the Automation team members in issues such as administration of computerized attendance systems, biometric software for workers information databases, etc. • Maintain current and accurate inventory of technology hardware, software and resources. <p>* Monitor the data entry performance, Compliance rules and deploy it for the payroll.</p> <p>* Understanding Factory Payroll requirements and ERP project developer has the responsibility to</p>

	<p>design a comprehensive strategy for achieving successful outcome of the project.</p> <ul style="list-style-type: none"> * Responsible for developing a good relationship with the respective ERP users, get inputs from the users and communicate to the team members of the payroll management. * End to End management and co-ordination of the project and responsible for the successful completion of the project. * Prepare all kinds of payment sheet, Increment proposal sheet and Allowance sheet for factory employees. * Arrange all the facilities to the team who are working on the project, provide training, support and extract the best out of the team. * Design schedule for the payroll, and set time line for each member of the team and delegate specific task to each members of the payroll. * Predict risk factors and eliminate it for the successful completion of the project. * Frequently reporting about the payroll to the head office on exactly about the progress of payroll system, if it is laid down in the proposal. <ul style="list-style-type: none"> * Direct the development, implementation and administration of all IT for factory end users. * Ensure timely and accurate delivery of technology products and services. * Manage multiple areas of technology and multiple departments. * Define and improve all system and network operations processes.
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Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	Medium
Bangli	High	High	High

Personal Details :

Father's Name : Mokhlesar Rahman
 Mother's Name : Monoara
 Date of Birth : October 1, 1990
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Village:Zeoul(nimtolly), P.O:Badalgachi, P.S:Badalgachi, District:Naogaon,Devi:Rajshahi.
 Current Location : Dhaka

Reference (s):

Name : SM. Razib Hasan

Organization	: LGED
Designation	: IT Specialist
Address	: LGED Bhaban, LGED Rd, Dhaka : 1207
Phone (Off.)	: 01852-450680
Phone (Res.)	:
Mobile	: 01711989186
EMail	: razib_h@yahoo.com
Relation	: Professional