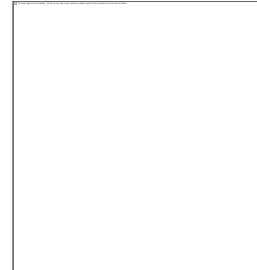Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : *October 5, 2017*

Sarkar Md. Nazmus Sakib

Address: Tongi,Dhaka.
Home Phone: 01878645733
Mobile : 01711313300
email:softbangladesh@gmail.com

Career Objective:

To take up a challenging job and responsible position demanding hard work and innovations and offered opportunities to learn and grow with organizations.

Career Summary:

Experience on IT, MIS & ERP Department. Implementation, train-up, Support & Controlling experience of ERP Software & Web solution. Experience on Desktop/Laptop, HDD, CCTV, Scanner, Printer,Network, Windows, Mac OS, Linux OS Troubleshooting. Manage bandwidth control by Micro Tic. Mail, Database & maintains. File-Mail-Domain-SQL-Antivirus & N-computing device related Server maintains. Barcode solution. Department wise reports monitoring & analysis. Internal audit maintains.

Special Qualification:

1) Expert on IT, MIS and ERP Department.2) Computer Engineering.

Employment History:

Total Year of Experience : 8.5 Year(s)

1. **Executive (ERP Administrator) (December 1, 2014 - Continuing)**

   SQ Group
   Company Location : Gulshan-2, Dhaka
   Department: Enterprise Resource Planning
   Duties/Responsibilities:
   A) Implementation, Administrative Support, Monitoring and Controlling on WFX(world fashion exchange) web ERP. Area of WFX ERP modules are Business Development, Product development & Sample Management, Merchandising, Quality, Warehouse & supply chain, Procurement & Asset management, Planning, Production, Commercial, Accounts.
   B) New employees train-up to use ERP modules.
   C) Develop and update ERP Interface, Reports and User Manuals.
   D) Monitor and follow up daily ERP data entry and ensure regular data entry at all factory level is completed within deadline. Regularly solved ERP system related problems for Head office and all Factories.
   E) Regularly Reports monitoring, check & analysis.
   F) As per requirement regularly basis all factories are visit for physical inventory and internal audit observation.
   G) Requirement wise regularly send report to the Management. Generate statistical and graphic reports for management meetings, monthly, semi/annual reports and any other special reports as and when required.

After WFX Previously I managed here, Nevila PTS(Production Tracking System) web ERP solution and FEDERATOR software ERP solution.

2. **Executive MIS (September 3, 2011 - November 30, 2014)**

HR Textiles Mills Ltd., Pride Group
Company Location : 4, Karnapara, Savar, Dhaka
Department: MIS
Duties/Responsibilities:
MIS Department Operation:
A) Maintenance & Support of Kandaree ERP Solution.
B) New employees train-up to use kandaree ERP Software. Develop and update ERP Software, Reports and User manuals.
C) Monitor and follow up daily ERP data entry to ensure regular data entry at factory level are completed within deadline. Inventory Section, Knitting Section, Grey Fabric Store, Batch Section, Dyeing Section, Lab Section, Finish Fabric Store, Cutting Section, Trolley Preparation Section, Garments Section, Cartoon Movement Central Sore related report monitoring.
D) Department wise kandaree ERP software & SQL Database related problems solved. Reports monitoring, check & analysis.
E) Physical inventory and internal audit observation.
F) Computer Hardware, Software & Network Troubleshooting. Desktop , Laptop, Scanner, Printer & Software troubleshooting. Troubleshoot & Basic knowledge of MAC OS, Apple Devices iPhone & iPad. Hard Disk Partition Recovery, Data & File Recovery and Maintenance.
G) Maintenance & Support of CCTV Camera, Multimedia Projector, Wifi & Wifi Device.
H) Manage bandwidth control by Micro Tic, Maintenance & solve the Network and Mailing problem.
I) Barcode printer installation & Barcode Print.
J)File Server, Mail Server, SQL Server, Domain Server, Antivirus Server(Kaspersky & G-DATA) , N-computing device related Server maintenance.

3. **Assistant System Engineer (July 14, 2009 - August 31, 2011)**

Mymun & Hamza Textiles Ltd., DBL Group.
Company Location : Kashimpur, Gazipur, Dhaka.
Department: IT
Duties/Responsibilities:
IT Department Operation: Regular troubleshooting of Desktop / Laptop, CCTV, Scanner, Printer, Software and Network. Multimedia Projector, File Server, Domain Server & SQL Server are Maintenance.
MIS Department Operation:
A) Implementation, Train up, Administrative Support, Monitoring and Controlling in ERP Solution.
B) Develop and update ERP Software, Reports and User manuals.
C) Monitor and follow up daily ERP data entry to ensure regular data entry at factory level are completed within deadline.
D) Department wise ERP software & SQL Database related problems solved. Regularly reports monitoring, check & analysis.
E) Management instruction wise there maintained physical inventory and internal audit observation.
Planning Department Operation:
A) Order Sheet Planning.
B) Grey Fabric Store, Batch Section, Dyeing Section and Finish Fabric Store planning reports monitoring.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma In Engineering	Computer	National Science Research & Technology College	CGPA:3.14 out of 4	2011	4 Year`s

SSC	Science	Nayagola High School	CGPA:3 out of 5	2003	2 Year's

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Computer Hardware & Software Troubleshooting	Hardware & Software	Orbit Computer Home	Bangladesh	BCS Computer City (2nd floor), Agargaon, Dhaka.	2007	6 Month

Professional Qualification:

Certification	Institute	Location	From	To
Mobile Servicing Certificate	Citycell (Pacific Bangladesh Telecom Limited)	Mohakhali, Pacific Center (Ground Floor)14, Dhaka.	March 1, 2008	August 14, 2008

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 15,000
Preferred Job Category	: Garments/Textile, IT/Telecommunication, Graphic Designer
Preferred District	: Anywhere in Bangladesh.
Preferred Country	: China, Greece, Malaysia, Saudi Arabia, United Kingdom, United States, Russia, Singapore, Swaziland, United Arab Emirates
Preferred Organization Types	: Banks, Telecommunication, Software Company, IT Enabled Service, Computer Hardware/Network Companies, Govt./ Semi Govt./ Autonomous body, Multinational Companies, Garments, Textile, Buying House, Travel Agent, Group of Companies

Specialization:

Fields of Specialization	Description
- Adobe Photoshop/Illustrator - Windows 2000/2003 Server(s) - Windows XP/2000/ME/98 - WiFi/Bluetooth - Web Services - Windows Administration - Switches/Routers - Mac OS - Linux - LAN/WAN	δ Microsoft Office package. δ Video Editing & Graphics Design. δ Computer Hardware & Software Troubleshooting. δ Computer Assembling. δ Internet Applications. δ Dispensing Dosatax System. δ Networking Troubleshooting. δ SQL Server 2005 &2008. δ ERP software Installation & ERP software related problem solving. δ Barcode printer Installation & Barcode print. δ δSoftware Design, Webpage Design δ Microsoft Visual Studio 2008. δ Macromedia & Adobe Dreamweaver.

Extra Curricular Activities:

Mobile Servicing certificate by Citycell (Pacific Bangladesh Telecom Limited), Mohakhali Pacific Centre (Ground Floor) 14, Mohakhali C/A, Dhaka-1212

Language Proficiency:

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

Personal Details :

Father's Name	: MD. Rezaul Haque Sarkar
Mother's Name	: Mrs. Najma Sarkar
Date of Birth	: October 9, 1985
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Permanent Address	: Shibpur, Baneswar, Charghat, Rajshahi.
Current Location	: Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Foisal Mehedi	Md. Salah Uddin Mahatab
Organization	: graphicpeople | softwarepeople	Impress-Newtex Composite Textiles Ltd.
Designation	: Web Developer	Manager, Finance & Accounts
Address	: House: 76/A (3rd Floor), Road: 11, Block: M, Banani| Dhaka 1213 Bangladesh	260/B, Tejgoan Industrial Aria, Dhaka-1208
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: +8801722928272	01716823289
EMail	: foisal.mehedi@adpeople.com	salah.uddin@impress-newtex.com
Relation	: Relative	Relative