



Md. Ruhul Amin

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Career Objective:

To leverage my extensive experience in technology management and leadership to take on a challenging mid-management role within a dynamic organization. My goal is to use my technical knowledge and project management skills to drive technology innovation, improve processes, and build a high-performing team that delivers outstanding results and enhances the overall business objectives.

Career Experience Summary:

Project Management, System Analysis, Business Analysis, Development Operations (DevOps), Service Costing, Activity Based Cost Management, Strategy and Business Management, Operational Efficiency, Business Support, Capacity Planning, IT support, Inventory Management, Coordination, Compliance and Software Licensing, Cost Management, Financial Planning

Special Qualification:

Microsoft Certified Technology Specialist (MCTS) - C747-0306
Certification/Version: Volume Licensing Specialist, Large Organizations

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year
BSc	Computer Science & Engineering	Asian University of Bangladesh	CGPA:3.1 out of 4	2003
HSC	Science	Rajshahi Education Board	Second Division, Marks :57%	1998
SSC	Science	Rajshahi Education Board	First Division, Marks :63%	1995

Specialization:

Fields of Specialization

- ☐ Project Management (Software and Infrastructure)
- ☐ DevOps
- ☐ Business Strategy & Planning
- ☐ Financial Planning & Reporting
- ☐ Operational Efficiency
- ☐ Service Costing
- ☐ MS Word/Excel/PowerPoint/OneNote
- ☐ OpenOffice
- ☐ PHP, MySQL
- ☐ Web Development, WordPress Site Management, Web Based Software Development
- ☐ Outsourcing and Professional Training Provider

Employment History:**Total Year of Experience : 20+ Year(s)**

1	From :	Oct - 2023	To	Continuing	Employer	E-Zone HRM Limited
	Type of Employment		Contractual			
	Position Held		Infrastructure Specialist			
	Duties and Tasks (In Brief)		Infrastructure Specialist: System designing, Monitoring and maintaining day to day operation of Noipunno application. Network performance management, Capacity expansion management.			

2	From :	Dec - 2020	To	Sep - 2023	Employer	Nitto Digital Service and Analytics Ltd.
	Type of Employment		Permanent			
	Position Held		Chief Operating Officer			
	Duties and Tasks (In Brief)		Chief Operating Officer: Business Operations Management, Solution design, Business analysis, System analysis, Project life cycle management, Project reporting, Project execution and operation management, Development operation management.			

3	From :	Dec - 2017	To	Sep-2020	Employer	Simec System Ltd.
	Type of Employment		Permanent			
	Position Held		Project Manager			
	Duties and Tasks (In Brief)		Project Manager: Design projects, Proposal preparation, Cost analysis, Possible Lead Generation, Project Initiation to Execution, Monitoring and Performance Reporting			

4	From :	Dec - 2013	To	Nov - 2017	Employer	Rajib Ice Plant / ijoybd.com
	Type of Employment		Business Shareholder			
	Position Held		Head - Production & Sales Operations, Rajib Ice Plant. Head of Business operation, ijoybd.com			
	Duties and Tasks (In Brief)		Head - Production & Sales Operations, Rajib Ice Plant : Manage procurement, production, sales and market operations. Collection and business reporting to the owner of business. Head of Business operation, ijoybd.com: Manage business planning, end-to-end operation process, business expansion and financial planning. Lead the Internet Business (Internet Service Provider / Broadband Internet Provider) wing.			

5	From	Apr - 2010	To	Nov - 2013	Employer	Grameenphone IT Ltd.
	Type of Employment		Permanent			
	Position Held		Specialist – Capacity & Planning / Cost & Contract Management / Operational Efficiency / Strategy & Business Planning			
	Duties and Tasks (In Brief)		<p>Specialist – Capacity & Planning: (Apr 2010 – Feb 2011) GPIT Cost and Contract Management, Budgeting (CAPEX, OPEX), Cost Optimizing Initiation, Cost Utilization Monitoring and Reporting.</p> <p>Specialist – Cost & Contract Management: (Mar 2011 – Nov 2011) Analysis and Reporting on CAPEX/OPEX & Forecasting, Monitoring & Reporting on Budget Utilization, Contract (AMC & FA) Management, Drive the Cost Saving Initiative, Consolidation of Capacity and Costing.</p> <p>Specialist – Operational Efficiency: (Dec 2011 – Sep 2012) Drive Operational Efficiency, Analysis and Reporting on CAPEX/OPEX & Forecasting, Monitoring & Reporting on Budget Utilization, Managing Technology Provisioning.</p> <p>Specialist – Strategy & Business Planning: (Oct 2012 – Nov 2013) Drive Operational Efficiency (Financial & Processes); Business Strategy Preparation, Monitoring, Follow up and Reporting; Establish and Managing Service Costing; Consolidation of Capacity and Costing.</p>			

6	From	Mar 2006	To	Mar - 2010	Employer	Grameenphone Ltd.
	Type of Employment		Contractual (2006 – 2008)– Permanent (2009-2013)			
	Position Held		System Engineer / Specialist			
	Duties and Tasks (In Brief)		<p>System Engineer: Commissioning of IT Hardware & Maintenance of Hardware in Central IT Lab of the company.</p> <p>Specialist: Software Asset Management, Software Requirement Analysis, Software Distribution, Inventory Management, SOA/SOX Compliance, Software Audit, Software Procurement/Vendor correspondences on support issues.</p>			

7	From :	Feb - 2004	To	Feb - 2006	Employer	Rajib Ice Plant, Joypurhat
	Type of Employment		Permanent			
	Position Held		System Engineer			
	Duties and Tasks (In Brief)		Manage basic operations, maintain stock and inventory, partial and adhoc operation of sales and collection.			

8	From :	May - 2003	To	Jan - 2004	Employer	Spark Net (ISP), Banani-Dhaka
	Type of Employment		Contractual			
	Position Held		System Engineer			
	Duties and Tasks (In Brief)		Commissioning of IT Hardware & Maintenance of Hardware. Define and manage service category of distribution of bandwidth.			

Professional Qualification:

Certification	Institute	Location	From	To
Advance Certificate for Management Professionals	Institute of Business Administration (IBA), University of Dhaka	Dhaka, Bangladesh	June 24, 2023	Sep 23, 2023
Microsoft Certified Technology Specialist (MCTS) - C747-0306 Certification	Microsoft	Dhaka, Bangladesh	February 01, 2010	May 30, 2010

Focused Project Experiences:

Project Name	Organization	Location	Role	From	To
Campus Network Infrastructure Establishment at Bangladesh Ordnance Factories	Bangladesh Ordnance Factories	Gazipur Cantonment, Gazipur, Bangladesh	Project Manager	Sep 2018	Ongoing
4x Internet Based Solution (Complete process automation of the four section of EMED)	Directorate of Electric and Mechanical Engineering	Army Headquarters, Dhaka Cantonment, Bangladesh	Project Manager	Mar 2018	Sep 2018
Finding and fixing cost for each of the 23 services provided by the organization	Grameenphone IT Ltd.	GPHOUSE Bashundhara, Baridhara Dhaka-1229	Project Lead	Aug 2012	Dec 2012

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Activity Based Costing	Costing Model preparation for Production and Service Oriented Business	SIM - Singapore Institute of Management	Singapore	41 Namly Avenue Singapore 267616	2012	3 Days
MS Office Advance	Advanced functionality of Microsoft Office	Microsoft Bangladesh	Bangladesh	Grameenphone General Training Point	2007	7 Days
Six Sigma - Green Belt Training	Six Sigma Implementation Process	Training Bangladesh	Bangladesh	Dhaka	2012	3 Days

Language Proficiency:

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

Personal Details :

Father's Name : Md. Helal Uddin
 Mother's Name : Mrs. Rehana Uddin
 Date of Birth : August 12, 1979
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : Vill.: Shantinagar, PO: Joypurhat - 5900, PS: Joypurhat Sadar,
 Dist.: Joypurhat, Bangladesh
 Current Location : Dhaka