

KAZI MOKAMMEL HOSSAIN

Address: 6/A,4/15, -1216, Mirpur TSO, Mirpur, Dhaka 1216
Primary Mobile No: 01762523527
Primary Email: mishu.hossain7@gmail.com
Alternate Email: mishu.hossain@ymail.com



Career Objective:

I would like to have a career where I can utilize my knowledge and experience acquired from my educational and professional activities and there is further opportunity of future development

Career Summary:

I can work in both ADMINISTRATION and IT department in a good and friendly working environment. With professionalism I always committed to provide the company my level best as a team member or independently.

Special Qualification:

Achieve CCNA vendor certificate from CISCO.ID-CSCO10985046
Achieve MCP vendor certification from MICROSOFT.

Employment History:

Total Year of Experience: 14.3 Year(s)

1. Sr. Manager Operation (August 1, 2017 – Till now)

Saffron Corporation Ltd

Company Location: House: 18 (2nd Floor), Road: 2, Mohammadia Housing Society, Mohammadpur, Dhaka-1207

Department: Management

Duties/Responsibilities:

- *Government related tender preparation and implementation.
- *Communicate with client, collect requirement, and update them about the project progress status.
- *Different types of letters and application writing maintaining government rules and format.
- *Preparing project Inception Report and project progress report on the ongoing project.
- *In-depth knowledge of developing business software, ERP (Modular Format), and automation software.
- *Frequent and objective reporting towards the head of the department.
- *Communicate with various vendors and product principles.
- *Compliance the technical data sheet with products.
- *Prepare the government tender documents

2. Chief Technology Officer (June 1, 2014 – July 30, 2017)

NEXIM

Company Location : 51 South Avenue Gulshan1 Dhaka-1212

Department: Information Technology

Duties/Responsibilities:

- *Project Feasibility Analysis
- *Project Documentation
- *Maintaining tender and taking responsibility for acquiring pre-qualification questionnaires and tender documentation
- *Revenue and expenditure budget

- *Business Process life cycle Analysis and mapping to software systems
- *Functional and Technical Specification Writing
- *produce successful tender proposals - as well as other quotation applications when required - based on Government tender/UN/INGO/Private sector's RFQ/RFP/EOI/Commercial Offer
- *Project Management Skill
- *Project Cost Estimation
- *Product Demonstration
- *Proposal Writing and RFP Responding
- *Communication of Product and Service Features
- Positioning the products
- *designing, writing, editing and checking bid documents
- *Deal Closure with proper documentation
- *Solution Delivery Management
- *Invoicing and Bill Collection
- *Customer Account Management
- *Train and Develop Partners
- *Training & Documentation against Solution Delivered
- *Assist Marketing & Partner Services for Sample Project, *Case Study and Success Story Preparation
- *Establishing Virtual Computer Lab
- *Multimedia Classroom Project Preparation
- *Thin client/Zero Client Architecture Project Management
- *Participating in All IT Related Tender
- *Take necessary steps and regulate International Online bidding on Elance, Guru, Odesk, Freelancer, Peoples per hour etc .
- *Make a good combination of Online bidding, Follow up, Competition Analysis, discussion with offshore clients,
- *According to clients demand preparing various presentations.
- *Create understanding on different business sector leads.
- *Making proposals in general and for specific international job post and make a good understanding of clients demand motivation
- *Managing clients successfully so that they give the work order and continue long time.
- *Creating new and innovative business development plans and strategies
- *Following up clients continuously and also when needed and responding to client inquiries
- *Attend interview and conference meeting according to the clients demanded time.

3. HEAD OF IT (November 1, 2009 - May 29, 2014)

UNIROYAL SECURITIES LTD

Company Location : 45 DILKUSHA

Department: INFORMATION TECHNOLOGY

Duties/Responsibilities:

- *Administration of Server, Network and Technology as well as PC Hardware and troubleshooting
- *Implementing Thin Client Technology to improve organization LAN and working facility of the workers
- * Manage CDBL network and working on VEDAS Software
- *Focusing on the administration of the organization's network infrastructure, to include desktop PCs, servers, laptops, photocopiers, faxes, printers, network equipment and IT software applications.
- *Virus detection, Removal and Prevention for all system problems
- *Windows & other software Installation, Configuration & Troubleshooting
- *Perform the special tasks, as/when assigned by the management
- * Maintain and manage windows server connected to DSE.
- * Monitor and manage two branch office network connected to head office.
- * Maintain antivirus server.
- * Maintain and manage CSM software server (BLUECHIP by LEADS)
- *Maintain and manage iSTOCKBROKING from BOSL
- *Checking daily pay in and pay out.
- *Planing and implimentation on DSE new MSA+ project
- *Overall System Planning and Integration
- *Resource requirements
- *Training requirements
- *Data Protection & Disaster Recovery
- *Electronic Records Management
- *Objectives/Task assignment and direction,

- *Monitoring and reporting of overall progress
- *Management of the Department and other IT resources, if required

4. **IT and ADMIN officer (July 30, 2007 - September 27, 2009)**

Luke-Dhaka(Concern of CIE & DND Sun-City France)

Company Location : H-10,R-4,Gulshan-1, Dhaka

Department: ADMINISTRATION

Duties/Responsibilities:

- * Travel arrangements /Leave record management /Recruitment / CV screening / Conducting interview / Training arrangement /Managing administrative database
- * Assisting Manager –HR & Administration in day to day operations
- * Ensure company compliance with labor law and local legislations, including reporting requirement.
- * Assist in developing HR policies and procedures in line with company objectives and philosophy and ensure their implementation and administration.
- * Manage day-to-day administration as per administration standard
- * Conduct regular compensation survey to benchmark our position in the industry.
- * Monitors absenteeism, labor turnover, complaint and grievances to alert the management of impending personnel problems so that they can be checked in time
- *Manage office administration systems, admin budget, office procurement, asset inventory and company vehicle.
- *with customers, suppliers, visitors, different government departments and ensure overall security of the office
- *Responsible for maintaining ID card, visiting card, follow up security contract.
- *PC Assembling, Hardware troubleshooting and maintenance
- *Maintaining and upgrading account related software
- *Set-up and maintenance of wireless & wire LAN, wireless router & switch
- *Monitor network / Provide timely reports of Network Performance and Failures
- *Monitoring Domain Controller, Mail Server, Data Backup Server, Bandwidth Management System.
- *Applying Operating System updates, and configuration changes.
- *Installing & configuring new hardware/software.
- *Adding/deleting/creating/modifying user account information, resetting passwords, setup e-mail account at user-end.
- *Monitoring security system and maintenance software.
- *System performance tuning.
- *Keeping and network up and running.
- *Provide support service to end user.
- *Communicating with the vendors and service provider on regular basis.
- *Maintaining CCTV cameras & software.
- *Maintaining finger print software.
- *Maintaining Soyal Access Control System.
- *Ensure regular data backup.
- *Ensure backup of all data and email of every employee after leaving the job.
- *Responsible for procurement of IT equipments.
- *Have to maintain the ISO related schedule.
- *Any other task assigned by the top management.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result
PGDCS	Computer Science	Bangladesh Institute of Management (BIM) under Ministry of Industries	CGPA:3.5 out of 4
Bachelor of Science (BSc)	Computer Science	State University of Bangladesh	CGPA:3.19 out of 4
HSC	SCIENCE	engineering university higher secondary school dhaka	First Division, Marks :60%
SSC	Science	MOTIJHEEL CENTRAL GOVT. BOYS HIGH SCHOOL	First Division, Marks :78.5%

Training Summary:

Training Title	Institute	Country	Location	Year	Duration
IELTS	N@zrul	Bangladesh	Mirpur	2013	03 Months
Cisco Certified Network Associate (CCNA) at New Horizons Computer Learning Center	New Horizons Computer Learning Center	Bangladesh	Dhanmondi	2004	4 months
ISP setup with LINUX at Genuity System.	Genuity System/DhakaTel	Bangladesh	Mirpur	2002	4 months
Network Administration with Windows 2000 server at Proshika Computer Systems	Proshika Computer Systems	Bangladesh	Mirpur	2001	4 months
Hardware and Network Essential in Proshika Computer Systems	Proshika Computer Systems	Bangladesh	Mirpur	2000	2 months
Graphics and Web page design at Proshika Computer Systems.	Proshika Computer Systems.	Bangladesh	Mirpur	2000	3 months
E-Commerce with ASP and SQL server at Proshika Computer Systems	Proshika Computer Systems	Bangladesh	Mirpur	2000	3 months

Professional Qualification:

Certification	Institute	Location	From	To
Fundamentals of Digital Marketing	Google		April 1, 2020	May 30, 2020
Mobile apps Access Management	DSE Training Academy	Motijheel	November 3, 2015	November 12, 2015
Cisco Certified Network Associate (CCNA)	Promitric	Dhanmondi	April 1, 2005	June 1, 2005

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> HTML/ DHTML LAN/ WAN Linux Linux-based Mail Server Macromedia Flash MX PHP Web Services Windows 2000/ 2003 Server(s) Windows Administration Adobe Photoshop/ Illustrator 	CCNA MCP

Language Proficiency:

Language	Reading	Writing	Speaking
English	High	High	High
BAngla	High	High	High
Hindi	Low	Low	High