**RESUME OF**

**MD. Abdus Sobhan**

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e-mail:mrsobahan@gmail.com

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| **Career Objective** |

I am an open-minded individual with a proven track record of providing technical and help desk support. I am eager to be challenged in order to grow and improve my communication and professional IT skills gained through previous experiences.

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| **Career summary** |

served as a Asst.IT (IT & MIS) from (February 18 , 2013 To June 30, 2015) Then served as a Asst. Officer (IT & MIS) (July 01, 2015 To June 30, 2018) Then served as a Officer (IT & MIS) (July 01, 2020 To Continue) at Metro Knitting & Dyeing Mills Ltd. Ramarbag, Fatullah, Narayanganj.

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| **Core/Responsibilities** |

\*Data Entry, Daily Production Report, make shipment status, order & booking status and \*report to Merchandising GM. And Operate Merchandising, Planning & production \*related ERP software

\* Business Analyst & System Analyst.

\* Develop and Implement to ERP software and Training the ERP users.  
\* Discuss to the top management about ERP status every month.  
\* Lead the ERP implementation Team.  
\* Create and administer access request forms for new users in ERP systems.  
\* Ensure development and change in customized ERP reports.

\* Communication with ERP service providers to ensure migration trouble

\* All support to the user’s ERP related.

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| **Specialization** |

Any kind of software implementation like ERP, Data Create, Update, Status Active, Deleted, Data Backup & Restore, Data Analyst. Basic Idea in Oracle SQL query.

Computer assembling and maintenance. Troubleshooting hardware and software problems. Installing software and application to user standards. Configuring and troubleshooting desktops, laptops and servers. Managing and Maintaining the Servers, PC’s, Routers and Switches. Configuration and updating of antivirus software like Kaspersky ,AVG, Sophos and Norton antivirus. Deep knowledge of printer servicing and all kind of IT work.

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| **Academic Qualification** |

**Master of Social Science**

## Level : MSS(In Information Science And Library Management)

## Institution : Asian University of Bangladesh

## G.P.A : 3.13(out of 4)

Year of passing : 2019

## Graduation Level Study

## Level : B.A (Bachelor Of Arts)

## Institution : Joipurhat Siddiqui Kamil Madrasah

## G.P.A : 3.42(out of 5)

## Year of passing : 2010

## First Higher Level Study

## Level : H.S.C (Higher Secondary Certificate)

## Field of study : Arts

## G.P.A : 2.67(out of 5)

Institution :Kaira Islamia Alim Madrasah

Board : Madrasah Bord

## Year of passing : 2007

## School level Study

## Level : S.S.C (Secondary School Certificate)

## Field of study : Science

## G.P.A : 3.33(out of 5)

Institution :Dharange D.S.D Madrasah

Board : Madrasah Bord

## Year of passing : 2005

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| **Language Proficiency** |

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| Bengali | **:** | Mother tongue. |
| English | **:** | Fluency in speaking and have a good knowledge over writing. |

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| **Personal Profile** |

Full Name **MD. Abdus Sobhan**

Father’s Name : Md. Abul Bashar

Mother’s Name : Safura Bibi

Date of Birth : 02/02/1988

Religion : Islam

Marital Status : married

Nationality : Bangladeshi by birth

Present Address: Ramarbag, Kutubpur, Fatullah, Narayanganj.

Permanent Address: Mirzapur, Dharange, Pinchbibi, Jaypurhat.

To the best of my knowledge, the above information and statement are true and authentic.

Signatur

**MD. Abdus Sobhan**

Date: