

# MD. AKTARUL PRAMANIK

## Contact Address:

Rajabari, Kashem Cotton, Gazipur Sadar.  
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## CAREER OBJECTIVE:

Strong desire to build up my career and develop my skill by obtaining a challenging position with a reputed organization in information technology related area. Where my academic background, experience and competency can play a significant role in achieving the organizational goals and objectives.

## SELF-ASSESMENTS:

- ☐ Sincere, Self-motivated, Hardworking, and dependable
- ☐ Good interpersonal and communication skill.
- ☐ Keen understanding of job, duty, authority and responsibility.
- ☐ Having self-confident and positive approach.
- ☐ Willing to accept responsibility and to work under pressure for the best of the organization.
- ☐ Can work independent or with minimum supervision.

## AREA OF EEXPERTISE:

- ✓ Payroll Management
- ✓ Enterprise Resource Planning (ERP)
- ✓ Database Management System (Oracle)
- ✓ IT Support
- ✓ Network
- ✓ Oracle SQL, PL/SQL, Oracle Forms & Oracle Application Express (APEX)
- ✓ Basic Graphics Design (Photoshop, Illustrator & Camtasia)
- ✓ Microsoft Office & Windows OS

## EXPERIENCE DETAILS:

### TOTAL YEARS OF EXPERIENCE: AROUND 15 YEARS

1. **Designation** : Asst. Manager, IT  
**Duration** : December 2022 to Continuing.  
**Organization** : Apparel Plus Ltd. (TNZ Group)  
**Address** : Dilan Complex, Dhaka Road, Chandona Chowrasta, Gazipur Sadar

#### Responsibility

- ☐ Installing and configuring computer hardware, software, systems, networks, printers, and scanners & configuring any other IT equipment with standard software.
- ☐ Ensure proper connectivity of LAN & internet and load balancing using router OS.
- ☐ Ensure proper connectivity, recording and maintenance of CCTV Camera & NVR.
- ☐ Routine maintenance, update, backup of mail server & database server.
- ☐ Install configure & maintain Security system device.
- ☐ Extend LAN network using UTP/STP or Fiber optic cable.
- ☐ Routine updates the Antivirus & Routine servicing all Hardware devices of Network.
- ☐ Routine backup of all system devices & user data.
- ☐ Responding in a timely manner to end user service issues and requests;
- ☐ Provide basic training to end users on their daily usage and IT security.
- ☐ Keep Record of purchases, warranty, issue & return record of IT equipment.

2. **Designation** : Asst. Manager, IT & Payroll  
**Duration** : February 2016 to November 2022.  
**Organization** : Faiza Industries Ltd. (Florence Group)  
**Address** : Bymile, Konabari, Gazipur Sadar.

#### Responsibility : IT

- ☐ Configure new IT equipment with standard software.
- ☐ Maintain CCTV Camera & NVR.
- ☐ Maintain Security system device.
- ☐ Maintain proper connectivity of LAN & WAN using UTP/STP or Fiber optic cable.
- ☐ Routine updates the Antivirus & Routine servicing all Hardware devices of Network.
- ☐ Provide end user support.

### **Responsibility : Payroll**

- ☐ Gather input for Oracle base Payroll system.
- ☐ Maintain all kinds of payment from payroll system.
- ☐ Prepare different report copy based on COC of different buyers social & Technical audit.
- ☐ Implement new policy to payroll system based on buyer COC & local law.
- ☐ Take routine backup of attendance device & payroll system database.
- ☐ Prepare periodical statistical report of all payment like, Salary, OT, Annual Leave etc.
- ☐ Face social audit and provide all payroll related documents as per requirement.

**3. Designation : Officer, System Administration**

Duration : July 2009 to January 2016.

Organization : UTAH Fashions Ltd. (UTAH Group)

Address : Vill: South Shalna, Post: Shalna Bazar, Gazipur Sadar, Gazipur

**Responsibility :**

- ☐ Download PO, Booking & Other data packet from portal to EDI system.
- ☐ Create Electronic Packing list and carton sticker from EDI system & delivered to finishing unit.
- ☐ Send Packing list to Commercial department for vessel booking & invoicing.
- ☐ Perform scan & verify or scan load process using wireless barcode scanner.
- ☐ Upload scan data to EDI system to proceed e-invoice
- ☐ Send Advance Ship Notice (ASN) over EDI system to forwarder & buyer.
- ☐ Communicate with merchants, commercial team for different issue over e-mail.
- ☐ Communicate with local or foreign EDI support team for software issue over e-mail & Skype.

**4. Designation : System Engineer**

Duration : January 2009 to June 2009

Organization : System Information Technology (SiTECH)

Address : 80/10, Laboratory Road, Dhaka-1205.

**Responsibility :**

- ☐ Assemble new PCs, Install operating system and other application software.
- ☐ Disk format and partition and troubleshoot for old PCs.
- ☐ Install, configure & maintain LAN & all Hardware Support & solution of PC to Network.
- ☐ Provide all kind on Hardware software and network related support to our customer.

**5. Designation : Asst. Officer IT**

Duration : August 2008 to December 2008

Organization : M.R. Trading Corporation

Address : House#17, Road#14, Sector-13, Uttara, Dhaka-1230. Bangladesh

**Responsibility :**

- ☐ Solve different Hardware, software and network related problem
- ☐ Ensure server connectivity to smooth workflow.
- ☐ Maintenance all of IT resources (Hardware & Software) and
- ☐ Support the Data entry team.

### **PROFESSIONAL TRAINING:**

**01. Payroll Management**

Institute : Solicitors BD Associates

Duration : 11 Days

Achievement : N/A

**02. Oracle Application Developer with APEX**

Institute : IBSC-Primax Software (Bangladesh) Ltd.

Duration : 160 Hours

Achievement : N/A

**03. Oracle Database 11g: Program with PL/SQL Release-2**

Institute : IBSC-Primax Software (Bangladesh) Ltd.

Duration : 160 Hours

Achievement : N/A

**04. Oracle Database 12c: Introduction to SQL**

Institute : IBSC-Primax Software (Bangladesh) Ltd.

Duration : 160 Hours

Achievement : N/A

**05. Computer Aided Design**

Institute : BGMEA University of Fashion & Technology (BUFT)  
Duration : 6 Months  
Achievement : N/A

**06. Computer Networking, Graphics Design & Hardware**

Institute : Daffodil Grameen IT Education Ltd.  
Duration : 4 Months  
Achievement : A (Grade)

**ACADEMIC QUALIFICATION:****01. Bachelor of Computer Science & Engineering**

University/Board : German University of Bangladesh  
Major Field of study : Computer Science and Engineering.  
Passing Year : Enroll (Last semester)  
Achievement : N/A

**02. Diploma-In-Engineering (Duration: 4 Year)**

Institution : Rangpur Polytechnic Institute.  
Board : Bangladesh Technical Education Board, Dhaka.  
Major Field of study : Computer Science and Engineering.  
Passing Year : 2008  
Achievement : CGPA-3.43 on Scale of 4.00

**03. Secondary School Certificate (SSC, Duration: 2 Year)**

Institution : Taluk Jamira High School.  
Board : Bangladesh Technical Education Board, Dhaka.  
Major Field of study : General Mechanics  
Passing Year : 2004  
Achievement : CGPA-4.45 on Scale of 5.00

**LANGUAGE PROFICIENCY:**

**Bangla:** Fluent in reading, writing, listening and speaking. (Mother tongue)

**English:** Fair in reading, writing, listening and speaking. (Second Language)

**PERSONAL DETAILS:**

Full Name : Md. Aktarul Pramanik  
Father's Name : Late. Nurul Huda Pramanik  
Mother's Name : Mrs. Ambia Begum  
Date of Birth : 15 July 1987  
Gender : Male  
Religion : Islam (Sunni)  
Nationality : Bangladeshi (by Birth)  
Blood Group : B+  
National ID (Smart) : 2830151714  
Permanent Address : Vill: Biramervita, P.O: Monoharpur, P/S: Palashbari, Dist: Gaibandha

**CONTACT DETAILS:**

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**PROFESSIONAL REFERENCE:**

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