#### MD. AKTARUL PRAMANIK

#### Contact Address:

#### Rajabari, Kashem Cotton, Gazipur Sadar.

#### Cell : +880 1722-962343

E-mail : aktar.gub@gmail.com

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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 areas. Where my academic background, experience and competency can play a significant role in achieving organizational goals and objectives.

#### SELF-ASSESSMENTS:

* Sincere, Self-motivated, Hardworking, and dependable
* Good interpersonal and communication skills.
* 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 independently or with minimum supervision.

**AREA OF EXPERTISE:**

* IT Support
* Network
* Payroll Management
* Enterprise Resource Planning (ERP)
* Database Management System (**Oracle**)
* Oracle SQL, PL/SQL, Oracle Forms & Oracle Application Express (APEX)

#### 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 devices.
* 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.

1. **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.

1. **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 issues over e-mail.
* Communicate with local or foreign EDI support team for software issue over e-mail & Skype.

1. **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 troubleshot 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.

1. **Designation : Asst. Officer IT**

Duration : August 2008 to December 2008

Organization : M.R. Trading Corporation

Address : House#17, Roadd#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:

1. **Payroll Management**

Institute : Solicitors BD Associates

Duration : 11 Days

Achievement : N/A

1. **Oracle Application Developer with APEX**

Institute : IBSC-Primax Software (Bangladesh) Ltd.

Duration : 160 Hours

Achievement : N/A

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

Institute : IBSC-Primax Software (Bangladesh) Ltd.

Duration : 160 Hours

Achievement : N/A

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

Institute : IBSC-Primax Software (Bangladesh) Ltd.

Duration : 160 Hours

Achievement : N/A

1. **Computer Aided Design**

Institute : BGMEA University of Fashion & Technology (BUFT)

Duration : 6 Months

Achievement : N/A

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

Institute : Daffodil Grameen IT Education Ltd.

Duration : 4 Months

Achievement : A (Grade)

#### ACADEMIC QUALIFICATION:

1. **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

1. **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

1. **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 inreading, writing, listening and speaking. (Mother tongue)

**English:** Fair inreading, 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:

Cell : +88 1722-962343

Email : aktar.gub@gmail.com

Contact Address : Vill: Rajabari, PO: Quashem Cotton Mill, Gazipur Sadar.

#### PROFESSIONAL REFERENCE:

Azizur Rahman

Managing Director

Interlink Apparels Ltd.

Cell: 01741-124570

E-mail: md@interlinkbd.com

Aktarul Pramanik