Curriculum vita of

Md. Asaduzzaman (Aminur)

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Career Objective

I offer a unique blend of creative, technical, and support-based services that span across IT support, ERP operations, digital systems, and administrative workflows. My goal is to contribute to a company's IT infrastructure with hands-on experience in system maintenance, user support, and process improvement.

Professional Summary

Versatile IT & Digital Operations Specialist with 7.5+ years of total experience (including 3.5+ years formal), supporting businesses through system administration, ERP operations, and technical support. Skilled in troubleshooting, hardware/software setup, ERP data entry, and user support. Adept at managing in-house workflows, enhancing digital visibility, and ensuring smooth technical and administrative operations.

Technical Skills

- **Office & Reporting:** MS Office (Word, Excel, PowerPoint, Outlook), Google Workspace, Excel automation, report generation

- **Document & Graphics + Video:** PDF editing, invoices, reports, posters, logos, labels, infographics, Photoshop, Illustrator, Filmora, Canva

- **ERP & Business Systems:** Data entry, file handling, install & support for ERP, POS, Garments, Payroll

- **E-Commerce Management:** Product listing, order/shipping handling, customer support, WooCommerce, WordPress

- **Programming Basics:** C/C++, C#.NET, HTML, CSS, JS, Bootstrap 4/5, jQuery, PHP, SQL

- **Web Development & SEO:** WordPress (Themes, Elementor, WooCommerce, LMS, Plugins, Payment Systems), SEO plugins

- **IT Support:** Windows/Linux OS install, user support, remote IT support, system maintenance, user training, network configuration, driver/software/hardware setup & diagnostics

- **Email & Communication:** Corporate email setup, bulk mailing tools, email automation, face-to-face communication, social media management

- **Networking & Security:** Laptop/PC IP configuration, LAN/router setup, file/printer sharing, firewall, antivirus

Education

- **Diploma in Computer Engineering**
  Bogura Polytechnic Institute | CGPA: 2.92 / 4.00 | 2018

- **S.S.C. (Vocational, ICT)**
  Naogaon Technical School & College | GPA: 4.88 / 5.00 | 2013

Trainings & Courses

- **Web Design & Development (WordPress, PHP & MySQL)**
  Bangladesh IT Institute, Dhaka | 2017 | 3 months

- **Software Development (Win-Forms, C#.NET & SQL Server)**
  Smart Softwares & Training Center, Bogura | 2016 | 6 months

- **Graphics Design (Photoshop & Illustrator)**
  Rahim IT Solutions, Bogura | 2015 | 3 months

- **CompTIA A+ (Hardware, Software, IT-ICT & MS Office)**
  Opurbo Computers & Training Center, Naogaon | 2013 | 6 months

Employment History

- **Sr. Officer (In-Charge, Barcode)** – Present
  Dhaka Thai ALCOMAXX PLC, Ashuliya, Savar, Dhaka | Sep 2025 – Present
  - Lead barcode operations, ensuring accurate product labeling, bundling, Production coordination.
  - Strengthened system by overseeing troubleshooting and utility softwares, printer and IT issues.
  - Improved workflow efficiency and reduced downtime through troubleshooting the barcode systems.

- **Officer – IT (G-Pro)**
  Keya Cosmetic Ltd., Gazipur, Dhaka | May 2022 – Jul 2025
  - Administer GPRO ERP modules: cutting, store, production, payroll, billing, inventory
  - Configure and troubleshoot PCs, printers, and network
  - Manage RFID & barcode ERP systems for RMG factory
  - Deliver IT support across 50+ workstations

- **IT Assistant**
  Rahamat Sweaters Ltd., Gazipur, Dhaka | Jan 2022 – May 2022
  - Design barcode/label for production and warehouse
  - Execute ERP data entry and data synchronization

- **Web Developer**
  Faith Media Ltd., Mohakhali, Dhaka | Jan 2021 – Jul 2021
  - Develop WordPress/WooCommerce websites
  - Create SEO-optimized content, product listings, and pricing
  - Design infographics, banners, and website visuals

- **Remote IT Assistant to CEO** (Remote Job)

    TIC Accessories Inc., New York, USA | Jan 2020 – Dec 2020
    - Manage Amazon/eBay inventory and product listings
    - Automate Excel reports and Email Marketing for sales
    - Provide remote IT support via Anydesk, TeamViewer to **New York** Office

- **ICT Teacher & IT Trainer**

    EEE & IT Training Center, Naogaon | Jul 2019 – Dec 2019
    - Train SSC & HSC students in MS Office, programming, and hardware troubleshooting
    - Develop practical IT modules for SSC & HSC students
    - Guide hands-on learning for foundational tech skills

- **IT Assistant**

    ZSN Computers, Naogaon | Jul 2018 – Dec 2018
    - Assemble PCs and install operating systems and drivers
    - Provide hardware/software support and PC troubleshooting
    - Maintain system performance and resolve technical issues

Projects & Client Work

- **ERP Data Entry & Barcode Systems:** GPRO ERP support, RFID tag generation, barcode label printing

- **Excel Automation:** Shift and production report templates using Excel formulas and formatting

- **IT Support & Maintenance**
    - DhakaThai Alcomaxx PLC- IT Support, OS, Barcode ERP, Maintenance, Tools Development
    - Keya Group [IT-GPRO] – IT Support, OS, ERP, Maintenance
    - TIC Accessories Inc. – Remote IT Support to New-York office
    - B. P. I. Innovation Lab – Software, Hardware, network setup
    - Naogaon Tech. School Lab – PC Software/Hardware Setup
- **Website & E-Commerce Development**
    - Faith IT – Agency Portfolio website for Faith Media Ltd.
    - Gontobbo Express – Logistics platform
    - ChemByNavid – Payment, LMS, Content Update
    - Rapid Supplies Inc. – Tech e-commerce by TIC.
    - DifferentCafeBD, RealCafeBd – Café brand sites
    - CosmicShopBd – Retail/wholesale online store
- **Software Development:**
    - Desktop App for Aluminum DIA Profile & YAOHUA Digital Weight Scale. (C# & Serial Port)
    - Tuition Management: Students info, fee, batch manage. (C# & SQL Server Local DB)
    - TIC Warehouse App: Basic Warehouse Inventory software (PHP & MySQL)
    - Auto Bell 2.0: Automated bell system with TTS for school. (VB.net & MS-AccesDB)
    - Easy C IDE: Lightweight C IDE with auto-save feature. (VB.net & Compiler)
    - Res-Q & Remote Control: C/C++ & Arduino Firmware for robotic car & C# Desktop App
- **Training & Support:** Delivered IT training to 80+ students and supported 100+ users in ERP and office systems

Professional Achievements

- Developed a desktop app for YAOHUA digital scale, reducing packing production time by **60%** and tripling bundle QR label output from **2.5K** to **8K+** daily.
- Developed **15+** responsive websites and e-commerce platforms using WordPress + Elementor.
- Administered and trained **30+** users on ERP modules including HR, Payroll, Store, Inventory.
- Delivered IT training to 80+ students on MS Office and system troubleshooting during session.
- Managed **200+** SEO-optimized product listings for Amazon, eBay, and WooCommerce
- Res-Q – **Champion**, BPI College Projects Fair 2017
- BPI Virtual Institute – **Champion**, ICT Fair -2017, Bogura District & Rajshahi Division Level

Personal Information

- **Father:** Abul Kalam Azad   **Mother:** Mst. Anju Ara **Date of Birth:** 22/01/1997
- **Religion:** Islam   **Blood Group:** O+   **Height:** 5'9"   **Smoking:** No
- **Present Address:** Ashuliya, Savar, Dhaka, Bangladesh
- **Permanent Address:** Khaza Bakibillah (R.) Moholla, Komaygari, Naogaon Sadar, Naogaon, Rajshahi

Languages

- Bangla: Native   English: Fluent   Hindi: Intermediate

References

- **Md. Mamunur Rashid** — Manager (IT, G-Pro), Keya Knit Composite Ltd. — 01906-472201
- **Md. Al Amin** — Sr. Officer (IT, G-Pro), Keya Knit Composite Ltd. — 01521-447631
- **Md. Abdur Rahim** — Head of Sales & Marketing, Alpha.Net.Bd — 01712-685203
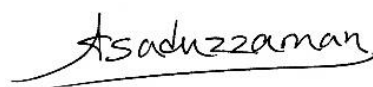- **Md. Sagar Islam** — Production Coordinator, Casual Garments Ltd. — 01727-831168

Availability & Salary

- **Available to start:** Immediately
- **Open to relocation:** Yes
- **Current Salary:** 21,800 BDT
- **Expected Salary:** Negotiable

Declaration

I hereby declare that the information provided above is true and accurate to the best of my knowledge.

Thank you so much for reviewing my CV!

Asaduzzaman

Date: 25/02/2026   Signature