

CV of Md.OhiduzzamanMunshi

Mhohakhali Dhaka -1212 Bangladesh, +8801767912870

oheduzzmanit@gmail.com<https://www.linkedin.com/in/md-ohiduzzman-munshi>



Self-Assessment

Currently I'm **Project Manager at M/S J.M Corporation**. I've experience more than three years in Bangladesh Government **ICT Ministry and Health Ministry as project coordinator** under Vendor Company. I've experience on agile, market, technology, training facilities, web development and design.

EXPERIENCE

1. Project Manager

M/S J.M Corporation GP- Cha-43 (3th Floor), Weariless Gate, Mhohakhali, Dhaka -1215

01 January-2018 - (Present)

- Activity and resource planning
- Organizing and motivating a project team
- Controlling time management
- Cost estimating and developing the budget
- Ensuring customer satisfaction
- Analyzing and managing project risk
- Monitoring progress
- Managing reports and necessary documentation

2. Coordinator at Skills Development for Mobile Game & Application Project.

Ministry of ICT Division

01 July-2018, 25 February-2018

- Maintaining and monitoring Project plans, Project schedules, Work hours, Budgets and expenditures.
- Developing project strategies.
- Ensuring projects adhere to frameworks and all documentation is maintained appropriately for each project
- 10000+ student data collation google drive google sheet project management system.
- All time commotion Ministry Dc offices and Local student.
- Project Portfolio: <http://shorturl.at/cBKLO>

3. Coordinator Women IT skills Development She Power Project.

Ministry of ICT Division

26 August-2018 - 10 June 2019

- Women ict training project development all century 1050 women.
- Project management
- Maintaining and monitoring Project plans, Project schedules, Work hours,

Budgets and expenditures.

- Ensuring projects adhere to frameworks and all documentation is maintained appropriate.

- Project Portfolio: <http://shorturl.at/dehqD>

4. Coordinator Bangladesh Hi- Tech Park Project (Professional e-Commerce Business Development Training).

Ministry of ICT Division

10March-2019 June 05-2019.

- Assess training needs for new and existing employees
- Identify internal and external training programs to address competency gaps
- Partner with internal stakeholders regarding employee training needs
- Organize, develop or source training programs to meet specific training needs
- liaise with subject matter experts regarding instructional design
- Develop training aids such as manuals and handbooks
- Inform employees about training options
- Map out training plans for individual employees
- Project Portfolio: <http://shorturl.at/arAF9>

EDUCATION

Southeast University, Banani Dhaka-1208, Bangladesh.

BSc in Computer Science & Engineering

Passing Years: 2019-2023

Gopalganj Polytechnic Institute,Gopalganj

Diploma in Engineering Computer Technology.

Result: 3.04/4.00

Passing Years: 2013 -2018

Alfadanga A.Z Pilot High School, Alfadanga Faridpur, Dhaka, Bangladesh.

Secondary School Certificate (SSc)

Result: 4.92/5.00

Passing Years: 2013

Google IT Support Professional Certificate

Recently completed the Google IT Support Professional Certificate IT support program that covers troubleshooting, customer service, networking, operating systems, system administration, and security, and includes evaluative hands-on assessments.

Programming and Web Technology Skills

- In depth knowledge in WordPress
- Strong Knowledge on HTML, CSS and Basic JavaScript
- Basic Knowledge in C,C++,JAVA, Object Oriented Programming PHP

Technical, IT. And Support Skills

Offices 365, Microsoft Excel, Microsoft Access, Adobe Photoshop, Google Drive, Google Sheet, Google Docs. Google Form, Google Slides, Project Management, Windows Setup, Software Installation, & (Online Meeting Support).Zoom, Meet, Cisco WebEx Meeting and Webinar live stream

Online Marketing Skills

- Digital Marketing, Data Entry, Lead Generation, Business Development.
- Facebook Ads, Google AdWords, Google Analytics, Content Creation, Blogging, SEM, SEO.
- Email Marketing, Facebook, Instagram, Twitter, LinkedIn, YouTube ads marketing.
- Website admin Support

TRAINING & CERTIFICATES

- Professional Diploma in IT Certification.
- Two Year IT Work Experience Bangladesh IT Sector.
- Real experience of 15+ ICT Projects done.

Project Portfolio

Digital Marketing:<http://bit.ly/2INAFWm>

Data Entry:<http://bit.ly/2Iemc6O>

Office documents: <http://bit.ly/2IIFMHY>

Reference

Refarance-1	Tahasn Chowdhury Managing Director Tech Solution IT Ltd. Phone : +01958253162	Refrance-2	Md. Mustafizur Rahman Mustak Director (Training) DataCraft Ltd. Phone: +01715653158
-------------	--	------------	---

Regards

Date:

.....
Md.OhiduzzamanMunshi