

MOHAMMAD ARIFUR RAHMAN

IT Manager

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EDUCATION

BSc. (Hons.) in Computer Engineering

The People's University of Bangladesh

📅 2016
📍 Dhaka

H.S.C.

Varendra College, Rajshahi

📅 2004
📍 Rajshahi

S.S.C.

Shiroil GOVT. High School, Rajshahi

📅 1999
📍 Rajshahi

SKILLS

Server/Networking/Management

#MikroTik #cnPilot™ #SISCO #TP-Link
#Setup and Maintenance Windows IIS
Server, Microsoft SQL Server, SMS
Server

CAREER OBJECTIVE

I am seeking a position in life to utilize my skills and abilities and achieve professional growth while being resourceful, innovative and flexible. To add valuable assets to your esteemed organization as an active member.

WORK EXPERIENCE

IT Manager

MAX Infrastructure Limited

📅 November 10, 2010 - current 📍 Dhaka

- Mobilize / Demobilize Site Offices • Identify problematic areas and implement strategic solutions in time • Design, develop, implement and coordinate systems, policies and procedures • Make Sure to maximum utilization of IT Assets • Handover IT Products to Employer/Consultant.
- BOQ Documentation for IT Portion • Collecting Price Quotation and Vendor for Tender Department • Keeping Proper Documentation and monitoring in BOQ IT portion to help QS & Accounts Department • Communicating with Consultants for their IT Enable Services. • Meeting with consultant to getting cost effective approval of IT Products with Brand/Model for BOQ IT Items. • Provide and monitor dedicated Internet Service and handover IT material base on their issued Latter • Keeping all letters and documentation base on BOQ Item Code with quantity. • Prepared BOQ Item Code Base Balance quantity Sheet
- Design and Development • LAN/ WAN / WIFI Layout plan design and implement • Stablish IT Enable Services at Remote Areas • Security System implement with CC Camera, Door Lock, Locker, Biometric Devices and etc. • Required PABX , IP telephony , Video Conferencing , etc. installation and maintenance • Required Sarver installation and maintenance for Database, Documentation and Backup Drive • Required Software Design , Develop and implement • Ensure security of data, network access and backup systems
- IT assets Tracking and Monitoring • Daily live transection report monitoring by "MAXIT" Software • Weekly Audit site offices for IT Asset with store and admin department. • Site office base monthly IT Asset report analysis with Challan, Get pass, Current Stock, Transfer Challan and Damage stock.
- Managing Site Offices/ Auditing • Carefully observe sites offices daily report submitted by IT person. • Provide required support by Training/Advice/Materials/Remote Support. • Visit site offices for cooperate site office IT person in their need. • Weekly Visit Accounts and SCM Departments for untrack Bill and Challan. • Site Office base Total Asset Top sheet • Project Base Stock Report
- Requisition / Procurement • Create justified Requisition with model, brand and specification based on user activities. • After insuring IT product quality forward Bill and Challan to Accounts and SCM Department.
- Warranty/Repair and Certifying • Certifying for IT Products Quality • Do needful to repair disorder IT Products either Warranty or Repair.
- Training and Orientation • Train up newly appointed IT staffs with required Documentation, material and instruments. • Providing "Inventory Management" software training and support.
- Co-Work Assist to Project Manager Document Management Email correspondence

Programming Language/ Framework/ Text Editor

#PHP #ASP #Visual Basic 2008 #SQL
2008 #MySQL #phpMyAdmin #CSS
#Bootstrap #WordPress #Java Script
#VB Script # Codeigniter3 #Sublime
Text Editor

Others Skills

1)Hardware and Software trouble
shooting 2)SEO 3)Facebook Marketing
4)Video & Sound Editing 5)Microsoft
Project 6)Custom Animated Ad design
7)Photoshop 8)Illustrator
9)CodeIgniter Framework 10)Sublime
Text Editor

CERTIFICATIONS

cnPilot Technical Certification
IRCA-ISO 9001:2005

Senior Program Officer

Search Way Pvt. Ltd. (Lab3 Infotech)

📅 June 01, 2009 - July 04, 2010 📍 Rajshahi

- Total network design and operation monitor. Instant IT support to more than forty five peoples. Management stock & perches IT products. Keep tracking of IT products & uses. Manage team members. Build up software and webpage. Co-ordinate with customer and marketing officer. Keep record of source code. Testing pilot software.

Account Maintainer & System Engineer

D.I.S.A (Development of Integrated for Social Association)

📅 September 10, 2007 - April 26, 2009 📍 Rajshahi

- MFS Desktop application design and development TOT for MFS Software Keep tracking of IT products & uses. Build up software and webpage. Keep record of source code.

ASE (Assistant Support Engineer)

ASA

📅 April 01, 2007 - August 29, 2007 📍 Dhaka

- Trained all Assistant Manager of East District to using computer & AMMS (TOT) software. Instant IT support to more than forty five peoples in their daily works. Co-ordinate with head of IT and management related implementation works. Keep record of source code of AMMS and updating. Call center support on Network, Hardwar, and Software trouble shooting.