

## Resume

**MD Imran Ahmed**

### Career Objective

Looking for a challenging role in a reputable organization to utilize my technical, database and management skills for the growth of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

### Personal Profile



**NAME:** Md. Imran Ahmed

**FATHER'S NAME:** Late Md. Jamir Uddin

**MOTHER'S NAME:** Late Monoara Begum

**DATE OF BIRTH:** 03<sup>rd</sup> October, 1984

**NATIONALITY:** Bangladeshi

**RELIGION:** Islam

**Cell:** 01999-844774

**e-mail:** ahmedimran0384@gmail.com

#### ADDRESS:

##### PERMANENT

17, Majirghat Road,  
Anwar Uddin Commissioner bari,  
P.S: Sadarghat,  
P.O: G.P.O  
Dist: Chittagong

##### PRESENT ADDRESS:

1<sup>st</sup> Floor, Safina Villa,  
69/70, Block-F, World Bank Colony,  
P.S: Akbarshah,  
P.O: Ferozshah,  
Dist: Chittagong

### Key Skills

#### • TECHNICAL

II Assembling, troubleshooting & Installation II Networking II LAN II FTP II Mail II CCTV  
II Microsoft Office II BGMEA Biometric Operation II HTML II CSS II Brokerage Trading

#### • PERSONAL

II Project Manager II Problem Solving II Client-Focused II Fast Learner II Employee Relations  
II Leadership & Communication Skills II Administrative Skills II Team Player and Hard Worker

### Training & certificate

- **Authorize Representative Certificate under Securities & Exchange Commission (SCE) and Chittagong Stock Exchange (CSE)**
- **Internship on Software Development at Binary Solution Limited.**

### Education

#### ▪ PROGRAM: BACHELOR OF SOCIAL SCIENCE

- ✓ **RESULT:** 2<sup>nd</sup> division
- ✓ **BOARD:** National University
- ✓ **YEAR:** 2008

#### ▪ PROGRAM: DIPLOMA IN ENGINEERING

- ✓ **RESULT:** GPA 3.30 (Out of 4.00)
- ✓ **YEAR:** 2004
- ✓ **INSTITUTE:** National Institute of Technology
- ✓ **DEPARTMENT:** Computer Technology

#### PROGRAM: SECONDARY SCHOOL CERTIFICATE

- ✓ **RESULT:** 1<sup>st</sup> Division
- ✓ **YEAR:** 2000
- ✓ **INSTITUTE:** Agrabad govt colony high school
- ✓ **DEPARTMENT:** Science

WORK EXPERIENCE



**MN GROUP** HEAD OFFICE: 220, Monir bhavan, Eidgah, Rampur, CTG

DURATION: Feb,2016 – Sep,2021      DESIGNATION: Senior IT and Payroll Officer

**RESPONSIBILITIES:**

- [ATTENDANCE MANAGEMENT SYSTEM AND DEVICE]
- [PAYROLL MANAGEMENT] [MANAGE INFORMATION SYSTEM-MIS SOFTWARE]
- [IT SUPPORT OF RELAVENT FIELD] [MAINTAIN CCTV OPERATION]
- [ASSISTING HR & ADMIN TEAM TO MANAGE RECRUITMENT AND MANAGE ADMINISTRATION ]



**BANGLARROOP.NET** ADDRESS: Road no - 16, CDA R/A, Agrabad, CTG

DURATION: Feb,2014 – Jan,2016      DESIGNATION: Online Editor

**RESPONSIBILITIES:**

- [NEWS COLLECTION] / [EDITING] / [ONLINE PUBLICATION] /[CLIENT FEEDBACK MONITORING]



**LUCKY GROUP** D.N. SECURITIES LIMITED (A Sister Concern of LUCKY GROUP)

ADDRESS: 78, Makkah Madina trade center (Level 13) Sheikh Mujib Road, Agrabad, CTG.

DURATION: FEB,2011-JAN,2014      DESIGNATION: Trade Executive (CSE AUTHORIZED PERSON)

**RESPONSIBILITIES:**

- [EXECUTE REAL TIME SHARE TRADING] / [CUSTOMER ORDER EXECUTION]
- [OVER PHONE TRADE EXECUTION] / CLIENT FEEDBACK MONITORING] [PORTFOLIO MONITORING]



**SALIM & BROTHERS LIMITED** ADDRESS: A/1 BSCIC Industrial area, Sagarika Road,

DURATION: Feb,2009-Jan,2011      DESIGNATION: IT Officer

**RESPONSIBILITIES:**

- [TROUBLESHOOT HARDWARE, SOFTWARE, NETWORK, OPERATING SYSTEM & TECH. ISSUES]
- [ASSIST TO HR FOR HIRE AND MANAGE STAFF AND WORKERS TO CONTRIBUTE FOR THE COMPANY]
- [MANAGING CCTV SYSTEM]

I have good communication skill including spoken, written, and listening at the following languages:  
Bangla, English.

Language Proficiency

References

MR. MOSHAROF TALUKDER EX-DGM – HR, COMPLIANCE & ADMIN MN GROUP MOB: [01707-311415]	MR. ABDULLAH AL NOMAN HEAD OF OPERATION OCTOPUS (DROPSHIPPING) EX-MANAGER – IT & ADMIN MN GROUP MOB: [01979-506091]	MR. LION ALHAJ DIDARUL ALAM CHY MANAGING DIRECTOR JDC INC FOUNDER PRESIDENT CHITTAGONG ABAHANI LIMITED MOB: [01819-313332]
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