

CURRICULAM VITAE

Md. Mizanur Rahman

Contact No : 01517104035
E-mail : mizanurictiu@gmail.com
Address : Kushtia Sadar, Kushtia
Portfolio : <https://mizanurict.github.io/mizanur>



CARRER OBJECTIVE

Dedicated and hard-working professional with exceptional team leadership, knowledge and 1 year of experience can be entirely utilised for the organisation's development. Currently I have been working with a renowned group of company since May 2024. The company is involved in home and kitchenware manufacturing business.

Since May 2024 I have been working on PrismERP software. From May 2024 onwards, I have successfully managed two modules in PrismERP Software. One is "Sales & Distribution" and another is "HR & Payroll". Some of the tasks for managing this project are given below:

1. Sales & Distribution Management
2. HR & Payroll Management
3. Analytical report format design according to management demand
4. User training in relevant module

Since July 2024 I have also been working on the "Oracle EBS software" implementation. Here I am working with the Sales & Distribution module in Oracle EBS software.

Since April 2025 I am working with HR & Payroll module in Oracle EBS software. I integrated facial recognition device with an Oracle Database for attendance management.

EXPERIENCE

❖ Kiam Metal Industries Limited (Sister's Concern of BRB Group)

Position : Junior Officer (IT)
Duration : May 2024 to Continuing

Key Responsibility Software:

❖ PrismERP – Sales & Distribution and HR & Payroll Module

1. Maintaining & Monitoring Sales & Distribution and HR & Payroll relevant activities in ERP Software.
2. Coordinating, guiding & training my team to achieve departmental goal.
3. Troubleshooting Sales & Distribution and HR & Payroll relevant activities in ERP software.
4. Creating and generating various types of report for Sales & Distribution and HR & Payroll.

❖ Oracle EBS - Sales & Distribution Module

1. Manage and configure the sales process including customer orders, pricing,

shipping, and invoicing.

2. Maintain customer master, item master, and pricing structures.
3. Ensure smooth data flow between sales, inventory, and finance modules.
4. Generate and analyze sales reports to assist with operational decisions.
5. Troubleshoot order processing and delivery-related issues.

❖ Oracle EBS - HR & Payroll Module

1. Maintain employee records, assignments, organizational hierarchy, and payroll structures.
2. Process payroll cycles including salary calculation, tax deductions, and statutory compliance.
3. Configure payroll elements, fast formulas, and absence/leave setups.
4. Automate HR and payroll operations through Oracle workflows and triggers.
5. Ensure accurate data for compliance, audits, and statutory reporting.
6. Manage employee benefits, leave, attendance, and separation processes.

❖ Attendance Face Device Integration

1. Manage and monitor biometric/face recognition devices across factory and office locations.
2. Develop integration logic to sync attendance data with Oracle HR and Payroll modules.
3. Ensure scheduled or real-time data transfer from devices to the Oracle Database.
4. Troubleshoot device data issues and coordinate with vendors for maintenance.
5. Prepare daily and monthly attendance reports aligned with payroll processing.

❖ Oracle Reports Builder & XML Publisher Integration

1. Design and develop custom reports using Oracle Reports Builder (RDF format).
2. Convert RDF reports to XML Publisher for modern, flexible output formats (PDF, Excel).
3. Create XML data templates, layout templates, and bursting definitions.
4. Integrate custom reports with Oracle EBS using concurrent program registration.
5. Troubleshoot report generation, formatting, and performance issues.

SPECIAL QUALIFICATION

- ? SQL, PL/SQL
- ? Oracle Forms & Reports Builder, Oracle BI Publisher, Oracle Database
- ? React, JavaScript, Tailwind, CSS, HTML, C Programming
- ? MS Excel, Word, Visio, PowerPoint, Google Sheet, Google Form

EDUCATION QUALIFICATION

1. MASTER OF ENGINEERING

University : Islamic University, Bangladesh
Major : Information & Communication Technology
Passing Year : 2021
Result : CGPA 3.03 Out of 4.00

2. BACHELOR OF SCIENCE

University : Islamic University, Bangladesh
Major : Information & Communication Technology

Passing Year : 2020
Result : CGPA 3.29 Out of 4.00

3. HIGHER SECONDARY SCHOOL CERTIFICATE

Institute : Kushtia Islamia College, Kushtia
Group : Science
Board : Jashore
Passing Year : 2015
Result : GPA 4.17 Out of 5.00

4. SECONDARY SCHOOL CERTIFICATE

Institute : Mashan Secondary School, Kushtia
Group : Science
Board : Jashore
Passing Year : 2013
Result : GPA 4.94 Out of 5.00

PERSONAL INFORMATION

Father's Name : Md. Golam Mostafa
Mother's Name : Mst. Mina Khatun
Date of Birth : 15 Jun, 1995
Nationality : Bangladesh
Married Status : Married
Religion : Islam
Blood Group : O+
Permanent Address : Gordoh, Baruipara-7030, Mirpur, Kushtia
Current Address : Kushtia Sadar, Kushtia

REFERENCE

Dr. Md. Shariful Islam	Abu Saeed
Professor	Assistant General Manager (IT)
Dept. of ICT	Kiam Metal Industries Limited
Islamic University, Bangladesh	BSCIC Industrial Estate, Kushtia
Mobile: +8801730-625647	Mobile: +8801312-040416
E-mail: afmsi76@ice.iu.ac.bd	E-mail: saeed@kiammetal.net

Conclusion

Based on the above information and work experience, I have the confidence to acclaim my candidature for the position you are looking for. I will be eagerly waiting for your response and looking forward to further elaborating my competencies and how that resonates with your needs in the interview.

Sincerely Yours,



Md. Mizanur Rahman