



**JIBON JORDDER**  
IT & MIS Specialist

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## Career Objective:

Looking for a hard challenging job where I will have the scope to utilize my potentiality, adaptability and skill to do something innovative and from where I will be able to enhance my knowledge.

## Career Summary:

At present I am working as a Jr. Executive at Paragon Ceramic Industries Ltd. I have done an Internship at CSL IT and after my Diploma, I served as a Engineer at JMP Engineering, Dhaka.

## Employment History:

**Total Year of Experience: 2.3 Years**

### 1. Jr. Executive – MIS (1.10 yrs)

(22 Jun 2022 to present)

**Paragon Ceramic Ind. Ltd.**

#### **Duties/Responsibilities:**

- **SAP Business one Software Implementation & Support.**
  1. SAP New Process Analysis and Create Structure Diagram for Process Implementation.
  2. SAP Crystal report print format Graphical Stricture Create, Take approval and provide SAP Development Team.
  3. Paragon Factory all SAP User Support and new Development process Training.
  4. Responsible for Maintenance SAP MRP Wizard, Inventory Transactions, BOM (Bill of Materials), Material Master and Warehouse proper use of end user.
  5. Ensure regular updating of Data in SAP B1.
- Create and maintain user-friendly SAP HANA database based on monthly semi/annual Production Success, Loss, Reject, Delivery, Warehouse Stock special reports.
- Monthly, semi/annual reports and any other special reports as and when required Check MIS reports.
- Ensure timely distribution of relevant reports to the Management.
- Provide IT supports to end user for their Desktops, Laptops, Wireless Router, Scanners, Printers and other IT assets as per company IT policy.
- Trouble Shooting of IP Camera, CCTV, Video Conferencing Equipment & Finger Attendances Device.

## Skill:

- SAP Software Management
- ERP Implementation
- MIS Reporting
- IT Hardware
- Networking
- Microsoft Office
- Computer Application
- HTML, CSS (Basic)

## Achievement:

- ◎ Good IT & MIS Knowledge
- ◎ Leadership
- ◎ Self-Dependence

## Language:

- ◆ Bangla - ★★★★★
- ◆ English - ★★★

## Hobbies:

- ❖ Fishing
- ❖ Traveling
- ❖ Gardening

## **2. IT Engineer (0.5 yrs)**

(1 Jan 2022 to 21 Jun 2022)

### **JMP Engineering**

#### **Duties/Responsibilities:**

- Installation & Maintenance for all kinds of IT-related hardware & Software.
- Data Processing, Data Entry into the BLBP, Data Backup, etc.
- Support routers, switches, CCTV, NVR, DVR, IP camera.
- Involved in IT-related procurement.
- Others computer application Support.

### **Educational Qualifications:**

- **Diploma in Computer Science & Engineering- 2021**  
CGPA: 3.86 (In a Scale of 4.00)  
Passed in 2021 from (MAPI)  
**Institution:** Magura Polytechnic Institute, Magura.
- **SSC Examination -2017**  
Passed in 2017 at Board of Dhaka (Technical)  
GPA 4.54 out of 5.00  
Group: Electrical Trade  
**Institution:** Jhenaidah Technical Training Center, Jhenaidah

### **Training Summary:**

- CCNA Networking Course from CSL IT – 3 month.
- SEO Digital Marketing Course from Mahin IT -3 month.
- Spoken English Course from British Council -3 month.

### **Professional Training:**

- SAP Software Training from Firefox Ltd.

### **Personal Details:**

1. Father Name : Shib Nath Jordder
2. Mother Name : Topoti Rani Jordder
3. Date Of Birth : 07-Dec-2000
4. Sex : Male
5. Height (Meter) : 1.7678
6. Weight (Kg) : 75kg
7. Religion : Hinduism
8. Nationality : Bangladesh (By Birth)
9. Marital Status : Unmarried
10. Sex : Male
11. Blood Group : A+

Signature

### **Reference:**

#### **Professional Reference:**

Name: Saidul Islam  
Designation: AGM (MIS)  
Eskayef Pharmaceutical Ltd.  
Contract: 01730-326732

#### **Personal Reference:**

Name: Taposh kumer kundu  
Designation: Principal Officer  
Agrani Bank Limited.  
Contract: 01736-524804

### **Address:**

**Present address:** Dogori, Vaowal  
Mirzapur, Gazipur sadar, Gazipur.

**Permanent address:** Fulhari,  
Shailakupa, Jhenaidah.