

S.M. NURTAZUR RAHMAN

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Career Objective:

To work in a growth-oriented organization with professional competence, where I can apply my brilliance and learning towards the growth of both myself and the organization.

Career Summary:

Experienced System Analyst adept at analyzing complex systems and processes to optimize efficiency and functionality. Proficient in gathering and interpreting user requirements, designing solutions, and implementing system improvements. Skilled in facilitating communication between technical and non-technical stakeholders to ensure alignment with organizational goals. Proven track record of delivering innovative solutions that drive business growth and enhance operational effectiveness

Employment History:

Total Year of Experience: 4 years

1. System Analyst (1.2 year)



(1 March, 2023 - Continuing)

Ego Digital

Tajmohol road, Mohammadpur, Dhaka

Area of Expertise:

Data Analysis Project (1.2 years), Project Management (1.2 years), SQL Queries (1.2 years)

Duties/Responsibilities:

1. Requirements Gathering: Collaborating with stakeholders to understand their needs and gather requirements for new systems or system enhancements.
2. System Design: Designing the architecture and functionality of new systems or system components based on gathered requirements.
3. Data Analysis: Analyzing data structures and flows within existing systems to identify opportunities for optimization or improvement.
4. System Testing: Developing and executing test plans to ensure that systems meet functional and performance requirements.
5. Documentation: Creating and maintaining documentation such as system requirements specifications, user manuals, and technical guides.
6. User Training: Providing training and support to end-users on how to use new systems or system features effectively.
7. System Maintenance: Monitoring system performance, troubleshooting issues, and implementing updates or fixes as needed to ensure system reliability and security.
8. Stakeholder Communication: Facilitating communication between technical and non-technical stakeholders to ensure that system requirements are understood and met.
9. Continuous Improvement: Identifying opportunities for process improvement and recommending changes to enhance system efficiency, usability, and effectiveness.

2. Operations Manager (1.1 year)



1 December, 2021 – 31 December, 2022)

MR Feed Mill

Nowhata, Paba, Rajshahi

Area of Expertise:

Leadership (1.1 years), Process optimization (1.1 years), supply chain management (1.1 years)

Duties/Responsibilities:

1. Strategic Planning: Developing and implementing operational strategies that align with the company's overall goals and objectives.
2. Process Improvement: Identifying inefficiencies in operations and implementing improvements to enhance productivity, reduce costs, and optimize workflows.
3. Performance Monitoring: Establishing performance metrics and monitoring key performance indicators (KPIs) to assess the effectiveness of operational processes.
4. Staff Management: Hiring, training, and supervising staff, fostering a positive work environment, and ensuring team alignment with operational goals.
5. Stakeholder Communication: Communicating with stakeholders, including senior management, clients, and suppliers, to ensure operational goals are understood and met.
6. Supply Chain Management: Overseeing the supply chain process, including procurement, inventory management, and logistics, to ensure timely and cost-effective delivery of goods and services.
7. Customer Satisfaction: Monitoring customer feedback and addressing issues to improve service quality and customer satisfaction.
8. Reporting: Preparing reports on operational performance for senior management, providing insights and recommendations for improvements.

3. Junior System Analyst (1.9 years)



(1 December, 2019 – 31 August, 2021)

Ego Digital

Tajmohol road, Mohammadpur, Dhaka

Area of Expertise:

Requirements Analysis (1.9 year), User Support and Training (1.9 year), System Maintenance (1.9 year)

Duties/Responsibilities

1. System Documentation: Helping to create and maintain documentation such as system specifications, user manuals, and technical guides.
2. Support and Troubleshooting: Providing support to end-users by troubleshooting system issues and resolving minor technical problems.
3. User Training: Supporting the training of end-users on how to use new systems or system features effectively.
4. Project Support: Supporting project management activities, including coordinating tasks and maintaining project schedules.
5. Collaboration: Working closely with senior system analysts, developers, and other IT staff to ensure successful implementation and integration of systems.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Passing Year |
|---------------------------|----------------------------------|-------------------------|-----------------------|--------------|
| Bachelor of Science (BSc) | Computer Science and Engineering | Varendra University | CGPA:3.35 out of 4 | 2019 |
| HSC | Science | Rajshahi Court College | CGPA:5 out of 5 | 2014 |
| SSC | Science | Mashjid Mission Academy | CGPA:5 out of 5 | 2012 |

Career and Application Information:

Looking For : Top Level Job
Available For : Full Time
Present Salary : Tk. 20000
Expected Salary : Tk. 25000
Preferred Job Category : General Management/Admin, IT/Telecommunication, Production/Operation
Preferred District : Rajshahi, Dhaka, Chattogram.

Specialization:

Fields of Specialization

- SQL Database
- dot NET, RDLC
- MS Word/ Excel/ PowerPoint/ OneNote
- HTML, CSS, JavaScript, Shopify Liquid
- Problem Solving Ability
- Communication
- Management and Buyer Handling
- Accounting Data Entry
- Team work.

Language Proficiency:

| Language | Reading | Writing | Speaking |
|----------|---------|---------|----------|
| English | High | Medium | Medium |
| Bangla | High | High | High |
| Hindi | Low | Low | High |

Personal Details:

Father's Name : Mohammad Ali
Mother's Name : Mst. Nurjahan Begum
Date of Birth : December 16, 1997
Gender : Male
Height (Meter) : 1.81
Weight (Kg) : 93
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 1030112484
Religion : Islam
Permanent Address : 637/1 Upashahar, Sopura, Rajshahi
Current Location : Rajshahi
Blood Group : O+

Reference (s):

| | | |
|--------------|-----------------------------|-----------------------------|
| | <u>Reference: 01</u> | <u>Reference: 02</u> |
| Name | : Arif Rabbani Shihab | : Md. Sultan Mahmud |
| Organization | : Ego Digital | : MR Feed Mill |
| Designation | : Tech Head | : Founder and Owner |
| Mobile | : 01707-004330 | : 01711-451105 |
| E-mail | : mshihaboni@gmail.com | : sumonraj@yahoo.com |
| Relation | : Professional | : Professional |

