



## MD. SHAHADAT HOSSAIN

### ASSISTANT MANAGER (IT)



## CONTACT

Mobile	+88 01810 386180
Home	+88 01792854917
Email	shahadat7.me@gmail.com
Present Address	Rd-08, Janata Housing, Sha-Ali-bag, Mirpur-1, Dhaka 1216.
Permanent Address	Balapara Chandipur, Mirbagh, Kaunia-5440, Rangpur.



## PROFILE

This is me who have brought the phenomenal successes for a company. Career at Management has often lead me to achieve my goal in the IT world. Total 4+ years plus experience by ERP, Digital Marketing, Networking & Management as a Assistant Manager, Executive Department of IT, IT officer Department of ERP-Admin, Digital Marketing Manager. I believe I have the zeal and ability to go beyond and constantly bring success for my company. Working with me means being on the winning team.



## LANGUAGE PROFICIENCY

BANGLA	<div><div></div></div>
HINDI	<div><div></div></div>
ENGLISH	<div><div></div></div>
ARABIC	<div><div></div></div>



## PROFESSIONAL SKILL

Microsoft Word	<div><div></div></div>
Microsoft Excel	<div><div></div></div>
Microsoft Powerpoint	<div><div></div></div>
Adobe Photoshop	<div><div></div></div>
Adobe Illustrator	<div><div></div></div>
Adobe AfterEffects	<div><div></div></div>
Adobe Premiere Pro	<div><div></div></div>



## SOCIAL LINK

[www.behance.com/shahadat917](https://www.behance.com/shahadat917)

[www.instagram.com/shahadat917](https://www.instagram.com/shahadat917)

[www.linkedin.com/shahadat917](https://www.linkedin.com/shahadat917)

[www.facebook.com/shahadat917](https://www.facebook.com/shahadat917)

[www.twitter.com/shahadat917](https://www.twitter.com/shahadat917)



## WORK EXPERIENCES

- BDL CONSUMER PRODUCTS LTD.**  
**AS PROMOTED ASSISTANT MANAGER IN IT DEPARTMENT:**
  - 1) Overseeing daily, Weekly, quarterly, Yearly, reporting operations.
  - 2) Develop best practices for operational efficiency.
  - 3) Plan, organize, control and evaluate IT and electronic data operations.
  - 4) Controlling and evaluating IT and electronic database operations.
  - 5) Design, develop, implement and coordinate systems, policies and procedures.
  - 6) Ensure security of data, network access and backup systems.
  - 7) Manage information technology and computer systems.
  - 8) Manage IT staff & others staff (if needed) by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
  - 9) Identify problematic areas and implement strategic solutions in time.
- BDL CONSUMER PRODUCTS LTD.**  
**EXECUTIVE IN IT DEPARTMENT:**
  - 1) Providing leadership to teams of IT professionalso, including hiring, training, and managing their performance.
  - 2) Managing operations such as computer networks, hardware, software, and other IT infrastructure to ensure it is functioning properly.
  - 3) Developing and implementing policy related to information security and privacy concerns.
  - 4) Identifying potential problems with existing systems and recommending improvements to existing processes .
  - 5) Researching new technologies and products that could help the company achieve its goals.
  - 6) Reviewing the company' s current systems and recommending changes to management.
  - 7) Establishing policies and procedures for an organization' s computing needs.
  - 8) Implementing new technologies to improve efficiency and productivity .
- PARAMOUNT TEXTILE LTD.**  
**OFFICER IN ERP DEPERTMETN OF ADMIN:**
  - 1) Establishing ERP needs via business process analysis and consultation.
  - 2) Analyzing existing infrastructure and performing IT system enhancements.
  - 3) Developing user-friendly functionalities and interfaces.
  - 4) Installing ERP software and ensuring seamless integration with IT systems.
  - 5) Performing diagnostic tests and resolving issues to optimize performance.
  - 6) Providing technical support and training ERP end-users.
  - 7) Preparing development progress updates and documenting ERP processes.
  - 8) Adhering to company policies and industry regulations.
- GANGACHARA FREELANCHING HOME**  
**DIGITAL MARKETING MANAGER(TEAM LEADER):**
  - 1) Planning digital marketing campaigns, including web, SEO/SEM, email, social media and display advertising.
  - 2) Maintaining our social media presence across all digital channels.
  - 3) Measuring and reporting on the performance of all digital marketing campaigns
  - 4) Design, build and maintain our social media presence.
  - 5) Identify trends and insights, and optimize spend and performance based on the insights.
  - 6) Collaborate with internal teams to create landing pages and optimize user experience.
  - 7) Collaborate with agencies and other vendor partners.



## REFERENCES

**MD. MONIRUZZAMAN MONIR**

**CEO**  
OS IT SOLUTION LTD.

T: +88 01911-310766

W: [www.ositsltd.com](http://www.ositsltd.com)

**MD. SHAKIL KHAN**

**Web Developer & CyberSecurity Specialist**  
OS IT SOLUTION LTD.

T: +88 01608-795148

E: [mdshakilkh76429@gmail.com](mailto:mdshakilkh76429@gmail.com)

W: [www.ositsltd.com](http://www.ositsltd.com)



## PERSONAL

Name Md. Shahadat Hossain

Date of Birth 5th January 2001

Nike Name Sohag

Blood Group A+ (Positive)

Languages Bangla, English.

Father' s Name Md. Jomshad Ali

Mother' s Name Mst. Safiya Khatun

Relationship Single

Religion Islam

Sex Male

Nationality Bangladeshi

National ID No 2412568335



## COMPUTER SKILL

1. Experienced In (Windows 98, Windows XP, Windows 7, Windows 8/81, Windows 10, Linux, Mac OS Environment) .

2. Office Application (MS Word, MS Excel, MS access, MS PowerPoint, MS outlook, MS Publisher etc).

3. Work in Graphic design Software (Adobe Photoshop cc/cs6/ 7, Adobe Illustrator CC/CS/7, Adobe InDesign CC, Adobe Animate CC, Adobe After Effects CC, Adobe\_Premiere\_Pro\_CC) etc.

4. Additional Skilled (Database Programing, Java, Java Script , Web design , Web Application, python, HTML, CSS, PHP, Android studio ect).

5. Hardware and Software troubleshooting and Internet Access Capability.



## AREAS OF EXPERTISE

- Databage
- ERP
- HR ADMIN
- Design & SEO
- Networking



## EDUCATION

### BSC IN COMPUTER SCIENCE & ENGINEERING

August 2020  
To  
Present

Institute : **Uttara University**  
Department : **Computer Science & Engineering**  
Season : 2020  
Average CGPA : Appeared

### DIPLOMA IN COMPUTER ENGINEERING

August 2016  
To  
July 2020

Institute : **Dinajpur Polytechnic Institute**  
Technology : **Computer Engineering**  
Board : Bangladesh Technical Education Board, Dhaka  
Average CGPA : 3.62 (Out of 4.00)

### SECONDARY SCHOOL CERTIFICATE

Feb 2016  
To  
July 2017

INSTITUTE : **Dharmeswar Mohesha B/L High School**  
GROUP : **SCIENCE**  
BOARD : **DINAJPUR**  
RESULT GPA : 4.56 (OUT OF 5.00)  
PASSING YEAR : 2016



## CERTIFICATES

### DIGITAL MARKETING

August 2020  
To  
Dec 2020

Institute : **LEARNING AND EARNING DEVELOPMENT PROJECT (LEDP)**  
Sponsor : ICT Division  
Course Lenth : 200 Hours (Online)  
Achievement : Top Earner (**1st Position**) Achieve Laptop

### MOBILE GAME & ANIMATION

July 2018  
To  
Dec 2018

Institute : **CLOUD SYSTEM LIMITED DINAJPUR (CSL)**  
Sponsor : ICT Division  
Course length : 6 (six) Month  
Achievement : **Selected Top 3 for Next Level**

### GRAPHIC DESIGN

Jan 2018  
To  
April 2018

Institute : **DINAJPUR TECHNICAL TRAINING CENTER (TTC)**  
Course Lenth : 4 (Four) Month  
Board : Bangladesh Technical Education Board, Dhaka  
Result : A+

### COMPUTER APPLICATION

Feb 2017  
To  
July 2017

Institute : **DINAJPUR IT COMPUTER TRAINING CENTER**  
Sponsor : ICT Division  
Course length : 6 (six) Month  
Achievement : **2nd Position**



## PERSONAL SKILL

- CREATIVE
- TEAM WORK
- MANAGEMENT
- INNOVATE
- SMART APPEARANCE
- LISTENING



## DECLARATION

I do declare that the information is true and correct to the best of my Knowledge.



## SIGNATURE

Md. Shahadat Hossain  
Date.....