

Resume



Md. Shahin

ASST. MANAGER

OBJECTIVES:

To secure a position where I can efficiently contribute my skills & abilities for the growth of your organization as well as my future career and also work in an organization (Marketing Manager/ IT Manager / Web Designer/ Tender Expert Preferred) where I can integrate my experiences, attitude, Honesty, Hard work, intelligence, devotion and business insights with the philosophy of that can improve the organization.

GET IN TOUCH:

📍 Nobodoy Housing, Mohammadpur,
Dhaka-1207, Bangladesh

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SCAN ME

Microsoft
CERTIFIED
Technology
Specialist

EDUCATION

Postgraduate Diploma-2013

IT Scholarship Programme - IsDB-BISEW, Round-15
Successfully Complete the WPSI Course
IDB Bhaban, Sher-e-Bangla Nagar. Dhaka-1207, Bangladesh.

Master of Business Studies (MBS), 2008

Accounting - Second Class
National University - Ananda Mohon College, Mymensingh.

Bachelor of Commerce (Honours), 2006

Accounting - Second Class
National University - Ananda Mohon College, Mymensingh.

Higher Secondary Certificate Examination (HSC), 2002

Business Studies - Second Class
Dhaka Board-Susang College, Susang Durgapur, Netrakona

Secondary School Certificate Examination (SSC), 2000

Humanities- Second Class
Dhaka Board-M.K.C.M Pilot Govt. High School, Durgapur, Netrakona.

WORK EXPERIENCE

1) TRUST Corporation- Assistant Manager Marketing (Tender)

August 2021–Continue

Responsibilities / Duties:

- Tender Documents Prepared, Submission, Products Sourcing.
- Doing government tender related works of (DGDP, NSSD, e-GP etc)
- Keep work on EOI making, collect important information from relevant sectors.
- Keep communication with foreign principals.
- Doing work on arrange meeting with High level Government peoples.
- Working on industry analysis, market analysis, data analysis etc.
- Creating new clients and maintaining close relation with the existing clients to sustain business growth.
- Serving the clients in accordance of their expectation and demands and grow as a team.
- Take the business relations with clients to friendship and a place of trust.

2) MangoTru Ltd. - Assistant Manager - IT

January 2021– July 2021

Responsibilities / Duties:

- Company ERP Operation & Maintenance.
- Company website development, continue Update & Maintenance
- G-Suite, Domain & Hosting Maintain, Mail Server Maintenance
- CCTV Surveillance System (Setup, Configure, Maintenance & Monitoring)
- Configure & Troubleshoot Wireless Access Points, Troubleshoots Hardware and software (Desktop & Laptop) situations pertaining to the network (LAN & WAN), All Technical Support.

Chittagong Fashion Group. - Assistant Manager - IT

December 2014– December 2021

Responsibilities / Duties:

- Company ERP Operation & Maintenance.
- Company website continue Update & Maintenance,

WORK EXPERIENCE

- Company File Server & Mail Server Maintenance.
- CCTV Surveillance System Configure, Maintenance & Monitoring
- Configure & Troubleshoot Wireless Access Points situations pertaining to the network (LAN & WAN)
- Troubleshoots Hardware and software (Desktop & Laptop)
- All Technical Support in Head Office, Branch Office & Factory,

3) Zaman IT - Support Engineer & Web Developer

July, 2013 - November, 2014

Responsibilities / Duties:

- Website Design & Development, Template Design
- Software Development, Software Testing & Training
- Troubleshoots Hardware and software situations pertaining to the network (LAN & WAN) etc.

4) Bangladesh Election Commission- Proof Reader

September, 2009 - January, 2010

Responsibilities / Duties:

- Proof Reading, Editing & Update to NID database.
- Voter Information Update
- Voter list & National ID Print

5) Bangladesh Election Commission- Data Entry Operator

November, 2007 - June, 2008

Responsibilities / Duties:

- Data Entry of Voter Information to NID database.
- Finger Print, Take Photo & Store to NID database
- Voter list & National ID Print

Achievements:

- Vendor Exam Successfully pass the Microsoft® Certified Technology Specialist-2014
- Successfully complete the Diploma in Web Presence Solution & Implementations under IsDB-BISEW IT Scholarship Round-15 - 2013

Training and Workshop:

- Successfully complete the training on National e-Government Procurement (e-GP) System as Registered Tenderer (RT) under Central Procurement Technical Unit (CPTU), IMED, Ministry of Planning.-2022
- Tender Submission & documentation prepared by online & offline (like e-GP, NSSD, DGDP etc.)
- Professional Skill Development Program (PSDP), BRAC University (Summer 2015). The sessions provided a realistic outlook on the current job market and emphasized importance of career planning.
- Attended seminar of Connecting Startup Bangladesh, 2016

Computer Certification & IT Skills:

- Certificate in National Skill Standard Basic - Hardware & Networking Course under Bangladesh technical education board -2011 NCC Computer Education" Mymensingh Center
- Certificate in National Skill Standard Basic - Database Programming Course under Bangladesh technical education board -2010 NCC Computer Education" Mymensingh Center
- Computer Fundamentals & M S Office (MS Word, MS Excel, MS Power Point, MS Access, Internet, Basic Hardware, Operating System Windows XP) Aptech Computer Education 2005
- Internet safe Browsing & Various type of online application submission.

- Professional E-mail Conversations
- Computer Basic Troubleshooting.
- Online Meeting by various type of software like- zoom, google meet etc.
- ERP Software operation.

Project Work:

I have selected for IDB-BISEW IT Scholarship Round-15 in the course of Diploma in Web Presence Solution & Implementations (WPSI) and complete successfully the course. Already I have completed the following language skill and develop some website. HTML5 & CSS3, JavaScript, PHP, MySQL, Joomla, WordPress, Magento, Graphics Design, Networking & CMS.

- <https://bluetexapparels.com>
- <https://zexoit.com>
- <https://bhalobazar.com>
- <https://casademoda.net>
- <https://sculptorshohag.com>
- <https://mangotru.org>
- <https://mavininc.com>
- <https://angelbtn.com>
- <https://medinetmedical.com>
- <https://rashedahouse.com>
- <https://ambienceinterioridea.com>
- <https://matirmaya.com>
- <http://ajkermailbd.com>
- <https://momentousengineering.com>

Extra Curriculum Activities:

- Ex Member of Bangladesh Scouts Susang College, Durgapur, Netrakona.
- Inter College Cricket Champion 2001 Susang College, Durgapur, Netrakona.
- Inter College Cricket Champion 2002 Susang College, Durgapur, Netrakona.
- Ex Member of Bangladesh Scouts, Ananda Mohan College, Mymensingh.

Hobbies and Interests:

- Travelling, Learning new things of interest.
- Playing Cricket, writing poems, singing different songs.
- Talking with different people and always try build up my professional network.

Languages Skills:

- Bengali (Reading, Writing, Speaking)
- English (Reading, Writing, Speaking)

Personal details:

Name	: Mohammad Shahin
Father's Name	: Late Mohammad Abdul Mannan Dewan
Mother's Name	: Mrs. Rawshan-Ara Begum
Permanent Address	: Dewan Vila, Tery Bazar, Susang Durgapur, Netrakona-2420,, Bangladesh
Present Address	: House# 01, Road# 7, Block-B, Nobodoy Housing, Adabor, Mohammadpur, Dhaka, Bangladesh
Religion	: Islam
Date of Birth	: 20 th October 1983
Blood Group	: B(+)
Height & Weight	: 5 fit 5 Inc & 65 Kg
Marital Status	: Married
Nationality	: Bangladeshis (NID- 7221803354788)

Self-Appraisal:

The following are true for me –

- I am assiduous and willing to learn quickly to something of intrinsic interest.
- I like challenges and enjoy them too; intentionally I was never slack in doing my duties or responsibilities.
- I believe, I am punctual and truthful.

References:

Md. Moshaidul Islam

Consultant

IDB-BISEW IT Scholarship Project

Agargaon, Sher-E-Banglanagor, Dhaka

+8801711071219

Md. Asaduzzaman

Branch Manager

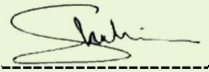
Agrani Bank Ltd.

Haridia, Boromukam Bazar, Lohojong, Munshigonj

01817048589

Confirmation:

I hereby certify that all the information provided above is true in best of my knowledge and sense and well supported by legal documents.



Mohammad Shahin