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Key Skill

- IT Infrastructure & Network Management
- ERP Implementation & Support (Far Vision, Office 365)
- LAN/WAN Optimization
- Problem Solving & Troubleshooting
- Project Management and Team Leadership
- WordPress Customization:
 Elementor, Astra/Woostify Theme,
 Plugins & Theme Configuration,
 WooCommerce Integration.
- SEO Optimization: On-Page SEO, Keyword Research, Rank Math, Google Search Console, Speed Optimization.

Language

Bengali: Native English: Proficient



Experienced IT professional with 8+ years of expertise in managing IT infrastructure, implementing ERP systems, and delivering end-to-end IT support. Proven track record of enhancing operational efficiency through technology-driven solutions. Skilled in WordPress customization and SEO optimization to boost online visibility and business growth.

Experience

March 01, 2016 – Present

IT Executive, Bengal Group of Industries, Gulshan-1, Dhaka-1212.

- Maintained and optimized IT infrastructure, including servers, networks, and security systems.
- Managed and configured enterprise-level IT solutions: Domain Controllers, DNS Servers and DHCP Servers.
- Conducted Microsoft Office Suite (2007–Office 365) setup and provided ongoing user support.
- Supervised installation and maintenance of IP cameras, CCTV, biometric access control and conferencing systems.
- Configure Mail client for exchange/POP/IMAP.
- Implemented backup and recovery protocols, ensuring high availability of data and minimizing risks of downtime.
- Assist with IT projects, including system upgrades and deployment of new technologies.
- Provided comprehensive IT support for end users to maintain high levels of system uptime.
- ERP (Far Vision) implementation, managing modules for inventory, Production, Sales, Procurement, Financials, Distribution and Import Management.

Feb 01, 2015 – Feb 28, 2016

<u>Ir IT Executive, Bengla Power Ltd, Purana Palton, Dhaka-1000.</u>

- Maintenance, diagnosing and troubleshooting hardware, installing OS/software, and networking.
- Managing end user support for all IT related issues and queries.
- IP Phone, Attendance machine Configuration & Connection.
- Installed and configured networking systems (LAN/WAN) and IP-based communication tools.
- Maintained peripherals such as printers, scanners, and web cameras.

Personal Projects [January, 2024 - Present]

- Built and customized WordPress websites using Elementor and Woostify Theme.
- Practiced and implemented SEO strategies using Rank Math & Google Search Console.
- Created sample landing pages for Amazon Affiliate and CPA marketing.
- Developed my own eCommerce-style website with product listing (MyShopHunt).

Education

2010 - 2014

Bachelor of Science in Computer Science & Engineering Daffodil International University, Dhaka.