

Resume

of

## MD. MINHAJUR RAHMAN

Sr. IT Executive & CDBL

Master Of Science in Computer Science & Engineering

Diploma in Networking Technologies



### CONTACT DETAILS



+880174 6813349



[md.minhaj91rahman@gmail.com](mailto:md.minhaj91rahman@gmail.com)



<https://www.linkedin.com/in/minhaj91rahman>



<https://minhaj.ml/>



House- 31/C, Jashim Uddin Road, Motijheel, Dhaka-1000.

### Career Summary

Experienced And Microsoft Certified Sr. Executive IT & CDBL with A Demonstrated history Of Working in The Information Technology and Services Industry. Skilled In Windows Server, MS SQL Server, Linux Server, And Networking Core Components. Strong Information Technology with My in Masters of Science in Computer Science and Engineering Degree from the Royal University of Dhaka.

### KEY ROLL OF EXPERIENCE

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• <b>Windows Server</b><br/>(High experience in ADDS, GPMC, File Server, RDS Server, WDS Server, Web Server, Mail Server)</li><li>• <b>Linux Server</b><br/>(High experience in SAMBA, Tiger VNC, Telnet, SSH, DHCP, SMTP Server, LDAP Server)</li><li>• <b>Database Maintenance.</b><br/>(AdaSoft, Tally Erp Addayan ERP &amp; MS SQLServer)</li></ul> | <ul style="list-style-type: none"><li>• <b>Clients Trading</b></li><li>• <b>All kind of End User Support</b></li><li>• <b>Networking Support.</b></li><li>• <b>Hardware &amp; Software Maintenance.</b></li><li>• <b>CCTV System (IP Camera), Maintenance.</b></li><li>• <b>Attendance machine configuration &amp; maintenance.</b></li><li>• <b>IP Phone Maintenance</b></li></ul> |
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### TOTAL EXPERIENCE

3 Years, 7 months+



### WORK EXPERIENCE – 1

November 2021 to Continuing...

**Sr. IT Executive & CDBL**

2 Years

**Investment Promotion Services Ltd.**

DSE Tower,

Plot # 46, Road # 21, Nikunja -2,

Dhaka -1229

Bangladesh

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## RESPONSIBILITIES

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1. Broker house software operations (Twsg dsetrade FileZilla, CAT, ESS, CNS).
  2. Technical support for both hardware and software.
  3. Installation of the operating system, backup, and restore day by day.
  4. Social page, Company Website, Network, Software & Server Maintenance.
  5. Providing day-to-day support to end users of the branches.
  6. Troubleshoot hardware, software, and network issues.
  7. Maintain & Monitor overall Brokerage Solution including Trading Network with DSE & Back Office Maintain & Configuring Server, Web service, email system and different support of IT.
  8. Day by day Maintaining Back office Software (Ada Soft & SIS Plus).
    - a) At first, open Back office Servers. Back Office & Sever date and time Check.
    - b) Download the EOD Ticker and Trade file from FileZilla. Import the EOD Ticker and Trade File Back Office Software Ada Soft.
    - c) Send Email trade Confirmation and portfolio of Client. Backup the Back Office Software Ada Soft Day end of Back Office Software Ada Soft Day Start of Back Office Software Ada Soft.
    - d) Export the Client Limits File & Positions File of Back Office Software Ada Soft. Upload BOS File for the Next Trading Day of FileZilla.
    - e) IPO Declaration and new share information updated of Back office Software. Holidays Declaration of Back office Software.
  9. Fast line Communicate with ISP vendor for problem solving in between Branch Data connectivity & internet connection.
  10. Configuring, installing, and troubleshooting desktop applications such as Microsoft Office and antivirus software.
  11. Resolve technical problems with LAN, WAN, wireless, and other cloud based systems.
  12. Wireless Controller & AP Configurations & Maintenance, Multiple SSID & VLAN. Antivirus server (Endpoint Security) With Ensure All Servers & end users.
  13. CDBL Operations .
    - a) At First CDBL Date and Time Check of CDBL.
    - b) BO Account Opening & Close. Conduct daily share settlement . Pay in and pay out of share in CDBL system.
    - c) Opening and closing of BO account and Demat of share in CDBL. .
    - d) Pledging, transfer & transmission of share in Vedas. Download Host report Manager all files.
    - e) Transfer and Transmission. Broker & Dealer Clearing Account Check. Shortage Checking. Share Reconciliation.
- \* IT Support to Branch Offices and Factories physically or via VNC/Team Viewer/ Remote Access.  
\* Installation, Maintenance, Trouble Shooting of File Server, Network, Sharing, Hardware, Software, Scanner, Fax, Printer and Attendance device.  
\* Creating and maintaining the Standard Operating Procedure and other IT operations and functions documentation.

## WORK EXPERIENCE - 2

March, 2020 - October, 2021	<b>IT Executive</b>
1.7 Years	<b>Aloco Securities Ltd.</b> Room # 520, DSE Annex Building, 9/E, Motijheel C/A, Dhaka- 1000

## RESPONSIBILITIES

1. Regular activities like DSE file processing for the next day, intra-day file processing, To configure and maintain "Flxtp" which`s connected to Dhaka Stock Exchange Server.
2. Maintain Back office Software, Checking & Monitoring all the vouchers & Posting Software, Server & Broker login & maintenance, Ensuring compliance as per BSEC, DSE, BB, and other regulatory authorities.
3. Maintain DSE SISPlus Application and web server, with daily operation. Like a trading start-up, after-trade backup SISplus application server DB, etc.
4. Sending regular emails to clients and making sure clients are receiving emails on a timely basis. Share settlement with DSE SISplus server to back office. Daily backup and troubleshooting of the Back Office Server.
5. Providing support to internal users to ensure smooth operations and trouble-free trading. Interact and train the end users to use company applications, Mail, etc
6. Provide Troubleshooting on immediate notice like software & hardware issues, breakdowns in the system of Windows OS, server OS, etc.
7. Monitoring Network connectivity, Hardware health and ensuring timely escalation of issues to maintain 95% uptime of Trading. Ensuring license antivirus install on all pc with the latest update.
8. Installing and maintaining computer hardware, Networking, LAN & WAN troubleshooting & Wi-Fi Support, etc.
9. Ensure maintenance of Local Area Networking (LAN), Internet to PC on network Printer, Scanner, Monitor, UPS, IPS, Telephone set repairing and maintenance.
10. Installation, Maintenance, Trouble Shooting of File Server, Network, Sharing, Hardware, Software, Scanner, Fax, Printer and Attendance device.
11. Installing all Windows OS, MS Office, and other important software.
12. Updating the inventory of all Hardware, Software, and Networking components and maintaining proper documentation.
13. Any other responsibilities as assigned by the Management.



## ACADEMIC QUALIFICATION

Name of Degree	Major/Group	Board/University	Passing Year	Result (Grade)
Masters of Science in Computer Science & Engineer	CSE	Royal University of Dhaka	2024	Enrolled
Diploma in Networking Technologies	NT	IsDB-Bisew, Dhaka	2019	Passed
Master of Business Administration	Management	National University	2015	2.67 out of 4
Bachelor of Business Administration	Management	National University	2014	2.80 out of 4
Higher Secondary Certificate (HSC)	B.Study	Dhaka Board	2009	3.30 out of 5
Secondary School Certificate (SSC)	B.Study	Dhaka Board	2007	3.69 out of 5



## IT & TECHNICAL SKILLS

<b>OS:</b>	Windows 7, 8.1, 10 & 11, Windows Server 2012, 2012 R2, 2016 & 2019 .
<b>MS Office:</b>	Advanced working proficiency on MS Word, MS Excel and MS PowerPoint.
<b>Hardware &amp; Networking</b>	Assemble & troubleshoot computer, design, deploy, monitoring and managing network. TCP/IP networking and hardware maintenance.
<b>Virtualization:</b>	VMware Workstation, Windows Server Hyper-V, Virtual Box. Server, DHCP, Proxy Server (Squid), Virtual Hosts, SMTP Server and LDAP Server



## PROFESSIONAL DEVELOPMENT & TRAINING

Training Title	Topic Covered	Institute	Duration
<b>Microsoft Certified Solutions Associate</b>	ADDS, GPMC, DFS, File Server, RDS Server, Failover clustering, WDS Server, Web Server, DNS, DHCP. Mail Server	Microsoft	4 months
<b>Microsoft Office 365</b>	Administration & troubleshooting on Microsoft Office All Products	ICT A2i	1 year
<b>Training on CCNA &amp; Mikrotik</b>	TCP/IP, Subnetting, VLAN, Routing Etc.	Dot com Systems	3 months
<b>Tally/ERP-9</b>	Recording books of accounts in Tally/ERP	GIL	7 days
<b>Red Hat Enterprise Linux System Administration</b>	SAMBA Server, Tiger VNC, Telnet, SSH, DHCP, SMTP Server, LDAP Server FTP, Mail Server,	IsDB-Bisew	4 months
<b>Data Center Internship Program</b>	MikroTik, Cisco Router & Switch ISP Setup Configurations Virtualization	ICC telecom	4 months

## LANGUAGE SKILLS

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|-----------|-----------------------------------|
| • Bengali | Native                            |
| • English | Professional working proficiency. |

## PERSONAL INFORMATION

Father's Name : **Late Md. Mojibur Rahman**  
 Mother's Name : **Saleha Begum**  
 Date of Birth : **2nd January 1991**  
 Nationality : **Bangladeshi**  
 Religion : **Islam (Sunni)**  
 Marital Status : **Married**  
 Blood Group NID : **A (+ve)**  
 Number : **7329104207**  
 Permanent Address : **Nurbag Jama Masjid Road, Nurbag, Kutobpur, Fatulla, Narayanganj.**

## REFERENCE

<b>Jahir Uddin</b> Authorized Representative. <b>IDLC Securities Limited</b> Mobile: 01978669776 Email: jahir@idlc.com	<b>Golam Kibria</b> IT In-charge <b>Investment Promotion Services Ltd.</b> Mobile: 01747219569 E-mail: golamkibria1979@gmail.com
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**Md. Minhajur Rahman**