

IFTHEKAR SAJAL

Address: Word No-47,
House No.783, Flat No-14,
Uttara-1230,Dakshinkhan, Dhaka
Mobile No: 01675497324
website: <https://iftekarsajal.info/>
E-mail:info@iftekarsajal.info



Career Objective:

To work in a challenging environment with a scope of future progress, applying my experience and working capability. I would like to welcome the chance to work as a Part of a dynamic working team where I could make a significant contribution.

Employment History:

Total Year of Experience : 4.8 yrs.

1. Sr. Executive (IT & Payroll) (1 yr.)

(January, 2022 - Continuing)

APS Group

Duties/Responsibilities

IT Responsibilities

- . Solve hardware/software, windows program problems.
- . IT Support like -printer -scanner setup, zoom, outlook configurations & mail archive
- . Administrative support & Implementation for Microsoft solutions (Active Directory, Exchange, SCCM, etc.).
- . Develop and Implement organizational IT policy, rules and SOP (Standard Operating Procedure).
- . Installing & configuring windows server 2012 & MS SQL server 2012.
- . Look after the Server & secure the server, also ensure data backup by systemically.
- . Monitoring and ensure day to day IT operation is running smoothly.
- . maintaining, protecting & developing company`s IT systems
- . CCTV System (IP Camera), Attendance machine configure & maintenance.
- . PABX System configure & maintenance.
- . Regular update the company website along with the right information.
- . Expert spam filtering rule and smooth email transactions globally.
- . Troubleshooting and day-to-day support of Exchange server 2019 and active directory.
- . Good knowledge about domain controllers, DNS, Group policy, EOP &ATP.
- . Responsible for a prepared different type of MIS report as per management requirements.
- . Ensuring full utilization of company assets and keeping records of IT equipment.
- . Communication with the vendor as required: taking good updates on project progress tickets.

Payroll Responsibilities

- ERP implementation (Esimsol, X-factor, Oracle).
- Generate multiple Salary sheet from software buyer purpose.
- New Join, Drop out, Lefty, Settlement, Leave from, Promotion,
- Increment (Monthly & Yearly increment prepare & software input).
- Piece rate salary sheet generate for buyer purpose.
- Working with Piece rate Buyer name, Style, Process name, process rate.
- HR & Payroll software manpower data Analyst.
- Update Daily attendance of Management and Non-management employees.
- Employee/worker personal file, OT sheet preparation, maintain, as per Buyer Audit / Internal Audit.
- Finger punch/Face detection entry for attendance for newly recruited or transferred employees' and workers'.
- Maternity & Final settlement benefits calculation, sheet preparation for payment.

2. Executive (IT & Payroll) (1.3 yrs.)

(September, 2019 - December, 2020)

APS Group

Area of Expertise

ERP Implementation, IT & Payroll (1.2 yrs.)

3. Officer (IT & Payroll) (1.9 yrs.)

(September, 2018 - August, 2020)

APS Group

Area of Expertise

IT Support & Payroll.

4. Jr. IT Officer (0.6 yr.)

(February, 2018 - July, 2018)

Regency Garments Ltd

Area of Expertise

IT Support Service and Network engineering.

Duties/Responsibilities

- . Storage all outlook mail backup.
- . Outlook Mail System Configuration using POP & IMAP.
- . Design, Establish & Monitoring network connection.
- . Design, Establish & Monitoring network connection.
- . CCTV maintenance & monitoring.
- . Provide IT Support (Windows, Network and hardware installation & troubleshooting).
- . Provide IT Support (Windows, Network and hardware installation & troubleshooting).
- . Managing documentation of IT assets handover takeover (to - from user) as per group IT SOP.
- . PABX & IP - PABX maintenance & monitoring.
- . PA System maintenance & monitoring.
- . Maintenance company's website.

Academic Qualification:

| Exam Title | Concentration/Major | Institute | Result | Pas.Year | Duration |
|---------------------------|-------------------------------------|----------------------------------|--------------------|----------|----------|
| Bachelor of Science (BSc) | Computer Science & Engineering(CSE) | Premier University, Chittagong | CGPA:2.93 out of 4 | 2018 | 4 years |
| HSC | Science | Islamia Degree College | CGPA:3.1 out of 5 | 2013 | 2 |
| SSC | Science | Agrabad Govt. Colony High School | CGPA:4.38 out of 5 | 2010 | 2 |

Training Summary:

| Training Title | Topic | Institute | Country | Location | Year | Duration |
|------------------------------------|--|---|------------|------------|------|----------|
| IT essentials | Windows System Administration, Virtualization & Cloud Computing, Linux Essentials, Application and Services, Networking Essentials | CSL training | Bangladesh | Dhaka | 2022 | 3 Month |
| Computer hardware engineering | Computer Hardware & Software | National Youth Training Academy (NYTA) | Bangladesh | Dhaka | 2022 | 3 Month |
| Competitive programming | C,C++ | Dev Skill | Bangladesh | Dhaka | 2022 | 3 Month |
| Web Design & development | HTML, CSS, SASS, Bootstrap 5, JavaScript,WordPress ,Elementor,WooCommerce & Shopify | Codemanbd | Bangladesh | Dhaka | 2021 | 6 Month |
| Professional WordPress Development | HTML, CSS, Bootstrap, JavaScript ,jQuery, PSD TO HTML, WordPress) | Coders Foundation | Bangladesh | Dhaka | 2019 | 3 Month |
| Web Application Development | PHP & MySQL | Codestation | Bangladesh | Chattogram | 2018 | 3 Month |
| CCNA | Computer Networking | Premier University | Bangladesh | Chattogram | 2018 | 6 Month |
| Web design | Create modern websites and web apps(HTML, CSS, Bootstrap, JavaScript ,jQuery) | BASIS Institute of Technology & Management (BITM) | Bangladesh | Chittagong | 2017 | 3 Month |
| Top UP IT | Java Platform, Standard Edition (Java SE) , Enterprise Edition (Java EE) | Leveraging ICT for growth, employment and governance - FTFL project | Bangladesh | Chattogram | 2017 | 9 Month |

Specialization:

Fields of Specialization

- | | |
|--|---|
| <ul style="list-style-type: none">• HTML5 & CSS3• Bootstrap 5• JavaScript• C Programming• Computer Hardware and Networking• Data structure• IT & HR Payroll System Implementation Specialist | <ul style="list-style-type: none">• Design database (RDBMS)• SQL Server• C#• ASP.NET• PHP & MySQL• WordPress (CMS) |
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Extra-Curricular Activities:

Competitive Programming & Problem Solving Various Online Judge like TopCoder, HackerRank, CodeChef, LeetCode, CodeForces, bee crowd (URI Online Judge), SPOJ.

Personal Details :

Father's Name : Md Dulal
Mother's Name : Nargis Begum
Date of Birth : June 8, 1995
Gender : Male
Height (Meter) : 0.1447
Weight (Kg) : 68
Marital Status : Married
Nationality : Bangladeshi
National Id No. : 6002562350
Religion : Islam
Permanent Address : Vill: Durgapur,P.O- Durgapur P.S-Durgapur Dist- Netrokona.
Current Location : Dhaka
Blood Group : B+

Reference (s):

Name : Mr. SHAMIM HOSEN
Organization : MONDAL GROUP
Designation : Sr.Manager (IT & MIS)
Mobile : +8801954440838
E-Mail : shamim.it37@gmail.com
Relation : Professional