

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

## **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