



MD. ABDUL MOTALEB MIAH

ASSISTANT MANAGER - IT DEPARTMENT

HATIL COMPLEX LIMITED
DOMNA, KASHIMPUR, GAZIPUR

SEPTEMBER 21, 2013 - PRESENT (11.2 YEARS)

CONTACT

+880 1924 797293

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Savar, Dhaka-Bangladesh

EDUCATION

2016-2020

PRIME UNIVERSITY

- Electrical & Electronic Engineering (EEE)
- GPA: 3.16 out of 4.0

2008-2012

AHSANULLAH UNIVERSITY OF SCIENCE AND TECHNOLOGY (AUST)

- Diploma in Engineering
- Electronics
- GPA: 2.77 out of 4.0

2008

BASHARA HIGH SCHOOL

- SSC
- Science
- GPA: 3.19 out of 5.0

SKILLS

- Project Management
- Public Relations
- Teamwork
- Team Management
- Leadership
- Effective Communication
- Critical Thinking
- Negotiation Skills
- Time Management

LANGUAGES

- English (Intermediate)
- Bangla (Fluent)

CAREER OBJECTIVE:

To leverage my expertise and experience in a challenging role within a dynamic organization, contributing effectively to achieve organizational goals while fostering my professional growth. Eager to adapt and excel in diverse situations, utilizing my technical and managerial skills for continuous improvement and impactful contributions.

SPECIAL QUALIFICATION:

- Google Certified** in Technical Support, demonstrating advanced problem-solving skills and proficiency in troubleshooting IT issues.
- Networking Expertise**, with strong knowledge of networking protocols, infrastructure design, and troubleshooting.
- Proficient in **Payroll Software (Kormee & ERP)**, with hands-on experience in payroll management and data accuracy.
- Skilled in **E-commerce Website Maintenance** for hatil.com, including content updates, product management, and system optimization.

RESPONSIBILITIES:

- System Design and Policy Development:** Designed, developed, and implemented organizational IT systems, policies, and procedures, ensuring alignment with company standards.
- Software and Systems Improvement:** Actively identified areas for system improvement and executed updates to enhance operational efficiency.
- Disaster Recovery and Data Backup:** Established disaster recovery plans and maintained data backups to ensure system integrity and data protection.
- Data and Network Security:** Safeguarded data, network access, and backup systems to uphold data security protocols.
- Strategic Solutions Implementation:** Identified critical issues and executed timely strategic solutions to prevent potential setbacks.
- System Audits:** Conducted regular audits of IT systems, assessing outcomes to ensure performance standards.
- Budget Management:** Managed the annual IT budget and implemented cost-effective measures.
- Employee Training and Support:** Provided software and hardware training for employees, resolved technical issues, and offered continuous support.
- Project Management:** Led development projects to integrate new technologies within existing systems.
- Team Direction and Reporting:** Guided IT team members and regularly reported updates to senior management.

KEY ACHIEVEMENTS (LAST ONE YEAR):

1. Network Infrastructure Development: Designed and implemented a new network infrastructure with 210

nodes, enhancing connectivity across the organization.

2. IP-Based PA System: Established an IP-based Public Address (PA) system in HATIL's full factory, deploying 95 speakers for efficient communication.

3. IP Camera Setup: Installed an advanced surveillance system with a 64-channel HIKVISION DS9600 NVR

to strengthen security.

4. Enterprise Wi-Fi Network Setup: Successfully deployed a cloud-managed, friction-less Wi-Fi network using Cambium access points, providing robust coverage across the factory.

PROFESSIONAL QUALIFICATION:

Certification	Institute	From	To
Microsoft Azure Fundamental	Bangladesh Hi-Tech Park Authority	January 7, 2023	February 7, 2023
Digital Security Essential	Digital Security agency of Bangladesh	April 2, 2022	April 9, 2022
CCNA	Master of Project Academy	January 6, 2022	April 16, 2022
Technical Support Fundamentals	GOOGLE	January 1, 2021	June 1, 2021

PROFESSIONAL QUALIFICATION:

Father's Name : Md. Delwar Hossain miah

Mother's Name : Sajuda Begum

Date of Birth : 1 Jan 1991

Gender : Male

Marital Status : Married

Nationality : Bangladeshi

Religion : Islam

Permanent Address : Telishair, Chairman Bari., Faridganj, Chandpur

Current Location : Savar-Dhaka

National ID : 4624286169

REFERENCE

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