

# Career Portfolio

## Of

# MD. MONIRUZZMAN



## *Statement of Ownership*

This Portfolio contains personal, private, and confidential information with Supporting documents which have been earned, created, written, and designed by me. None of the documents contained within shall be Photocopied or duplicated without expressed permission.

I certify that all information in this portfolio is true and complete.

Md. Moniruzzaman

## MD. MONIRUZZAMAN

Address : Vill.- Saratnagar bazar, P.O + P.S- Bhangura,

Dist.- Pabna, Country- Bangladesh. Post code- 6640.

Mobile : +88-01716527898, +8801976527898.

E-mail: monir7898@gmail.com, monir7898@yahoo.com.



### **Career Objective :**

A system administration & customer support role to challenge technical abilities and proven skill in creative problem solving where the fast and accurate provision of current information technology solution is essential in a midsize to large size org.

### **Career Summary :**

Willing to take responsibilities, Challenging position & Work under pressure. Sincere, hardworking & quick learner. Compressive problem solving abilities. Excellent verbal and communication skills.

### **Employment History :**

- 1. Manager - Accounts & IT (March 16<sup>th</sup>, 2015 to till now)**  
**Perfect Fashion Knit Industry Ltd.**  
43, Chiriyakhana Road, Mirpur-1, Dhaka-1216.
- 2. Director IT (January 1<sup>st</sup>, 2015 to March 15<sup>th</sup>, 2015)**  
**SBI (Pvt.) Ltd.**  
98/2, Vista Garden (3<sup>rd</sup> Floor), Senpara, Parbata, Mirpur-10, Dhaka-1216.
- 3. Account Manager (February 17<sup>th</sup>, 2014 to December 31<sup>st</sup>, 2014)**  
**Kazi IT Center.**  
House No. -1, Road No. 11, Nikunja - 2, Dhaka.
- 4. Manager (May 15<sup>th</sup>, 2012 to January 31<sup>st</sup>, 2014)**  
**Farmers Fresh Ltd.**  
Corporate Office, Sabbir Tower (6<sup>th</sup> Floor), Purana Paltan, Dhaka-1000.
- 5. Follow Up Clerk (January 22<sup>nd</sup>, 2009 to 25<sup>th</sup>, February 2012)**  
**Al Jaber Leasing service LLC.**  
Caterpillar Workshop, Musaffah, Abu Dhabi.
- 6. Creative Assistant Director (May 15<sup>th</sup>, 2004 to November 30<sup>th</sup>, 2004)**  
**Trilogy Production (Golam Sohrab Dodul)**  
76/C, Noya Paltan (2<sup>nd</sup> Floor), Dhaka-1000.
- 7. Graphics Designer (December 20<sup>th</sup>, 2003 to May 14<sup>th</sup>, 2004)**  
**Unison Marketing & Communication.**  
76/C, Noya Paltan (2<sup>nd</sup> Floor), Dhaka-1000.

### Specialization :

Fields of Specialization	Description
<ul style="list-style-type: none"><li>• Office Administration</li><li>• Documentation</li><li>• Creative</li></ul>	Windows Operating System, All Office program, Graphics Design, Audio – Video Editing Animation, All Converting Software, Oracle JD Edward 8.11

### Academic Qualification :

Exam Title	Concentration / Major	Institute Name	Result	Passing Year
MBA	Finance	Southeast University	CGPA-2.67	2013
BBA	Accounting	Stamford University	CGPA-3.56	2008
B.Com (Hon)	Accounting	Pabna Edward University College	Incomplete	2003
HSC	Commerce	Hazi Jamal Uddin College, Bhangoora.	Second Division	1998
SSC	Science	Bhangoora Union High School	Second Division	1995

### Professional Qualification :

Training Title	Topic	Institute	Country	Location	Year
Oracle	J.D.E System	ALES	United Arab Emirates	Abu Dhabi	2009

### Training Summary :

Certification	Institute	Location	From	To
Certificate in Business Education	NTRAMS - National Training & Research Academy for Multilingual Shorthand	Bogra, Bangladesh	March 2, 1999	June 05, 1999
Diploma in Multimedia	Hitech Professionals	Dhaka, Bangladesh	March 16, 2003	September 21, 2003

### Language Proficiency :

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High
Hindi	Low	Low	Medium
Arabic	Low	Low	Medium

**Preferred Job Category :**

Accounting / Finance / Advertisement / Event Mgt./ Design / Creative

**Preferred Organization Type :**

**Organization Type :** Advertising Agency, Design/Printing/Publishing, IT Enabled Service, Computer Hardware/Network Companies, Multinational Companies, Newspaper/Magazine, Media/Public Relation Companies, Buying House (Garments), Hotels/Resorts, Real Estate/ Developer, Automobile Companies, Garments Accessories.

**Personal Detail :**

Mother's Name : Monwara Zaman  
Father's Name : Md. Nuruzzaman  
Permanent Address : Moniruzzaman  
Vill. - Sharatnagar Bazaar  
P.O + P.S – Bhangura  
Post Code - 6640  
Dist. – Pabna.  
Country – Bangladesh.  
Date of Birth : 31st December, 1980  
Age : 36 Years  
Height : 5'-10"  
Weight : 74 kgs.  
Eye Color : Black  
Heir Color : Black  
Passport No : X 0725651  
Nationality : Bangladeshi  
Religion : Muslim  
Cast : Sunni  
Marital Status : Married  
Cell Phone Number : +88-01716527898.

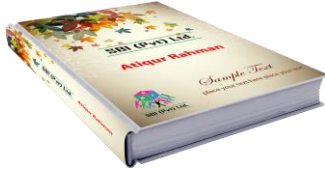


-----  
Md. Moniruzzaman

## Work and Skill Samples

### ➤ Book Cover

- SBI PVT. LTD.



### ➤ Corporate Identity

- SBI PVT. LTD.



- Activation Tourism



- Fannify



- Tied to 111.com



○ Zeitgeber



○ Hidden Data S.A.S



○ Dr. L. Peterka



○ Advancetech Ltd.



○ Elcon Bangladesh Ltd.



○ Farmers Auto Rice Mill



P  
O  
R  
T  
F  
O  
L  
I  
O

- Farmersfresh Ltd.



- Mobile Apps & Web Page Design

- Mobile Apps 1



- Mobile Apps 2



- Web page 1



- Web page 2



- Web page 3



- Web page 4



- Web page 5



P  
O  
R  
T  
F  
O  
L  
I  
O



## *Work Philosophy*

I am dedicated and committed to the field of *Graphics Design*, and have a strong work ethic. I plan to pursue a career in this field and will continue to hone and improve my qualifications and skills as a life-long learner.

## Workplace Values

- That excellence in performance includes a commitment to life-long formal and informal learning.
- That boundary of time and compensation will not limit the pursuit of excellence and a job well done.
- That service to clients and customers is based on acceptance, empathy and a desire to contribute to society.
- That variety and challenge in the workplace leads to opportunities for growth, responsibility and authority.



---

Md. Moniruzzaman