



## CONTACT

+88016 088 70 275  
stshohelrana@2020@gmail.com  
Charag Ali, Tongi, Gazipur.  
Web Link: [www.shohel.top](http://www.shohel.top)

## EXPERTISE

- Zimbra Mail Server
- Exchange Mail Server
- Windows Server (AD DS)
- Group Policy (GPO)
- cPanel Server
- Proxmox Virtualization
- VMware Virtualization
- Network Infrastructure
- FortiGate Firewall
- Endpoint Security
- Antivirus (ESET, Bitdefender)
- MikroTik Router
- ERP Solutions (PrismERP, Bitrix24 & Oracal)
- HRM Software (Pi-HR, Kormee)
- NVR, XVR, DVR & IP Camera
- IP PBX
- Domain & Hosting
- WordPress Customizing
- Web Design
- Mysql Database
- Outlook
- Macbook Servicing
- Apple OS & Windows Platform
- Remote IT Support
- User Training

## SOFT SKILLS

- Public Speaking
- Team Leadership
- Time Management
- Decision Making
- Cost Optimizing

## INTEREST

- Cybersecurity advancements
- Artificial General intelligence
- Cloud computing
- Data analytics for
- IT policy developments
- Big data management
- Ethical hacking
- Machine learning
- Sustainable IT infrastructure design

# MD SOHEL RANA

## SYSTEM ADMINISTRATOR & INFRASTRUCTURE ENGINEER

### Career Summary

Dynamic and result oriented System Administrator with 8+ years of comprehensive experience in architecting, configuring and managing enterprise IT systems. Proven expertise in Active Directory Domain Services, Zimbra Mail Server, Microsoft Exchange Server, MikroTik Router & Bandwidth Management. Skilled in deploying Group Policy Objects (GPOs), ERP software, HRM Software, FortiGate Firewall, cross-platform endpoint management (Windows & Apple ecosystem), IP Phone and Antivirus. Adept at minimizing downtime, enhancing communication security and leading smooth IT operations.

### Professional Work Experience

#### SYSTEM ADMINISTRATOR

Market Fit Zone 2 Ltd. (Garments Buying House)

17 Jul 2023 – Present

##### Responsibilities-

- ⇒ **Active Directory & Windows Server:** Deployed and maintain Windows Server Active Directory (AD DS), DNS, DHCP and Group Policy Objects (GPOs) for strict user access control and network policy enforcement.
- ⇒ **Enterprise Mail Administration:** Successfully deployed and currently manage Zimbra mail Server and mail Hosting management, overseeing user quotas, spam filtering, SSL certificates and scheduled mailbox backups.
- ⇒ **MikroTik & Network Operations:** Configured MikroTik routers, Bandwidth Queues, Tunneling, VPN, Firewall rules and WAN failover to maintain 99.9% uptime across corporate branches.
- ⇒ **ERP Systems:** Administer user access, roles and issue resolution for PrismERP, Bitrix24(ERP) management software.
- ⇒ **HRM Management Software:** Pi-HR HRM management payroll software systems and Attendance Devices maintain.
- ⇒ **Multi-Platform & Hardware Support:** Provide executive level IT troubleshooting for Apple devices (MacBook, iMac, Mac Studio, iPhone), Windows workstations, IP PBX server, IP phones, Printer, Scanner & Photocopy Machine, Multi-media System and CCTV surveillance.

#### Executive-IT

Shoeniverse Footware Ltd (National Polymer Group)

02 Nov 2021 – 15 Jul 2023

##### Responsibilities-

- ⇒ **Windows Server:** Windows Server, DNS, DHCP and Group Policy Objects (GPOs) for strict user access control.
- ⇒ **Network Operations:** MikroTik routers, LAN/WAN connectivity and AP/Wi-Fi management.
- ⇒ **ERP Support (Oracle & Pi-HR):** Oracle ERP (BOM, Production, Inventory etc.) supports and payroll/attendance management system and device supports.
- ⇒ **Desktop & IT Supports:** Hardware and software troubleshooting, MS Office & Outlook support, printer, scanner and photocopy machine maintenance.
- ⇒ **Multi-Systems:** IP phones, access control and PA systems support.
- ⇒ **CCTV Operations:** NVR, IP Camera setup, cabling and monitoring.
- ⇒ **CTPAT/ Scan Audit:** IT scan audit execution maintain documentation.
- ⇒ **General IT Operations:** Overall IT operations management and end user support, remote support, IT inventory and performing additional tasks assigned by supervisor.
- ⇒ **Training:** End user training and maintain document for records.

## HOBBIES

- Exploring tech trends
- Building computer systems
- Experimenting with networks
- Watching tech documentaries
- Reading IT books
- Attending tech conferences
- Learning programming languages
- Advancing oneself to a respected position.

## EDUCATIONS

**BACHELOR OF SCIENCE (BSc) –**  
COMPUTER SCIENCE & ENGINEERING  
Asian University of Bangladesh - 2021  
CGPA- 3.47 Out of 4.00

**DIPLOMA IN ENGINEERING –**  
COMPUTER SCIENCE & ENGINEERING  
Classic Polytechnic - 2017  
CGPA- 3.74 Out of 4.00

**Secondary School Certificate (SSC) -**  
BUSINESS STUDIES  
Beara High School - 2013  
GPA- 4.31 Out of 5.00

## LANGUAGE SKILLS

- English: Professional
- Bangla: Native Speaker

## REFERENCE

**Md. Abdur Rahman**  
Deputy Manager (IT),  
Majumder Garments Ltd.  
Mobile: +880 1712-475704  
Email: abdur.rahman@majumder.org

**Md. Akhlas Ali**  
Assistant Manager (IT)  
Anwar Group of Industries  
Mobile: +8801721-663538  
Email: akhlas7771@gmail.com  
Relation: Professional

## Executive-IT

Shoeniverse Footware Ltd (National Polymer Group)  
02 Nov 2021 – 15 Jul 2023

### Responsibilities-

- ⇒ Windows Operating Systems Maintenance and Troubleshooting.
- ⇒ Configuring Outlook Mail.
- ⇒ Setting up and Maintaining CCTV Systems (NVR or DVR).
- ⇒ Creating Monthly Salary Sheets using Microsoft Excel.
- ⇒ Wi-Fi Router Setup and Support.
- ⇒ Providing Support for Microsoft Excel, PowerPoint and all Microsoft Office Tools.
- ⇒ Offering Printing and Scanning Support.
- ⇒ Providing Windows Support for all Users.
- ⇒ Offering IT Support for Desktops and Laptops.

## PROFESIONAL VENDOR EXAM

- ◇ **CCNA** (AUTHORIZED BY CISCO) TRAINING FROM NEW TRIZONS SOLUTION
- ◇ **MTCNA** (AUTHORIZED BY SIA MIKROTIKLS) TRAINING FROM ATOVA TECHNOLOGY

## PROFESIONAL VENDOR EXAM

### CCNA TRAINING FROM TRIANGLE SOLUTIONS, GULSHAN-1, DHAKA - 2017

Duration: 06 Months

Topic: Networking

### CYBER ETHICAL HACKING TRAINING FROM TRIANGLE SOLUTIONS, GULSHAN-1, DHAKA - 2017

Duration: 06 Months

Topic: Cyber Security

### DIPLOMA IN COMPUTER SCIENCE & ICT TRAINING FROM INSTITUTE OF ICT, BOGRA - 2014

Duration: 06 Months

Topic: MS Office, Photoshop, Internet Browsing, Etc.

## EXTRA CURRICULAR ACTIVITIES

- ⇒ **C-TPAT Scan Audit:** The IT scan audit was completed successfully with full accuracy, earning a 100% rating with Golden Refit Garment Ltd.
- ⇒ **C-TPAT Scan Audit:** The IT scan audit achieved full accuracy and a 100% rating with Showniverse Footwear Ltd.
- ⇒ Support and servicing for Apple devices including MacBook Pro, MacBook Air, iMac and iPhone.

## PERSONAL DETAILS

|                    |                                    |
|--------------------|------------------------------------|
| Father's Name:     | Md Jaynal Abdin                    |
| Mother's Name:     | Mst. Shefali khatun                |
| Date of Birth:     | 30 Oct 1997                        |
| Gender:            | Male                               |
| Marital Status:    | Married                            |
| Nationality:       | Bangladeshi                        |
| Religion:          | Islam                              |
| Permanent Address: | Khudbandi, Kazipur, Sirajganj 6710 |
| Blood Group:       | B+                                 |

I hereby declare that the information provided in this resume is true, accurate and complete to the best of my knowledge. I accept responsibility for the accuracy of the information stated above and am committed to upholding the values, standards, and principles of the organization I aspire to join.

Md. Sohel Rana