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WORK PORTFOLIO OF

MR. DEBASIS PAUL

DEBASISPAUL.COM



FOUNDER OF DPIT WORLD

[BE DIGITAL BUILD DIGITAL]



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iamdebasispaul

! WORK PORTFOLIO OF MR. DEBASIS PAUL & HIS FORMER DPIT WORLD!

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Web: https://www.debasispaul.com/ , https://www.dpit-world.com/

❑ CAREER HIGHLIGHTS AS A PROJECT DIRECTOR/PROJECT MANAGEMENT.

- **Company name:**
  - Click Business Limited-2015;
    Web: http://www.clickbusinessbd.com/
  - Trust Links Ltd, Web: http://www.trustlinksbd.com/
  - Black shine production House Ltd,
    Web: http://blackshinebd.com/
  - Z Chemicals Ltd.
- **Company name**:
  - Mizan IT Limited-2015, Web: http://www.mizan-it.com/
  - M Z Rahman & Company, web:
    https://www.facebook.com/pages/M-Z-Rahman-Co/1566042586995621
  - M Z International, Web: http://www.mzinternational.com/
  - Dasher Agro Limited.
  - Innovative Real Estate Ltd.
- **Address**:
  - Niketon, Gulshan-1, Dhaka-1212
  - Mirpur-10, Begum Rokeya Sarani, Dhaka-1216
- **Position:** Project director/Project Manager (WEB/Software)
- **Experience:** Two Years.
- **Department:** Software, web, IT, Digital marketing, Multimedia Etc.
- **Company Information:** Click Business Ltd. & Mizan-IT is Information Technology Enabled Service Provider (ITES) Company. They are honorable member of BASIS (Bangladesh Association of

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Software & Information Services). They Provides Web, Software, Multimedia, Digital Marketing & All Kind of ICT Solutions.

- **Comments/Reference:**
  - Ahasan Jubair--Chairman, Managing Director, Film Producer-Click Business Ltd./ Black Shine Production House Ltd. Bd/Trust Links Ltd./ Z Chemicals Ltd.
  - Kazi Mizanur Rahman--Chairman, Managing Director, Mizan Group/Mizan IT Limited
- **Total team member:** Fifteen Includes Web Strategist or UI / UX Architect, Developer, Marketer, Content Specialist, Web Designer.
- **Time Period:** Jan 2014- Apr 2016
- **Salary:** 18,000Tk with all Facilities.
- **Reason of Resign:** They Wanted to Produce Big budget film, That's why they invest their all capital at their production house. Click business is the client of Mizan group & they are the business partner.
- **Projects:** Please Look on my CV /Resume page-5.
- **Some Other live Projects of local & International clients:**
  - **E-commerce**
    - URL: http://electronicshaat.com/
      - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
      - Tools: PHP, JavaScript, HTML5, CSS3, Mysql,
      - CMS: Wordpress
      - Brief:
        - This is a web based market place where seller can post their product and seller can search their desired product.
        - Consumer can order to purchase product.
        - Make payment by payment gateway.
      - Details:
        - Provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
      - Framework: Bootstrap.
  - **E-commerce**
    - URL: http://shari-bazar.com/
      - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
      - Tools: PHP, JavaScript, AJAX, HTML5, CSS3, Mysql
      - CMS: Joomla
      - Brief:

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- This is a web based market place where seller can post their product and seller can search their desired product.
- Consumer can order to purchase product.
- Make payment by payment gateway

- Details:
  - Provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
- Framework: Codrigniter, Bootstrap.

- **E-commerce**
  - URL: http://megamall24.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, JSON, HTML5, CSS3, Mysql, Windows Services,
    - CMS: Opencart.
    - Brief:
      - This is a web based market place where seller can post their product and seller can search their desired product.
      - Consumer can order to purchase product.
      - Make payment by payment gateway
    - Details:
      - provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
    - Framework: Codrigniter, Bootstrap.
- **Soptorshi Technology Limited.**
  - URL: http://soptorshi-technology.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql
    - CMS: Opencart.
    - Brief:
      - Soptorshi Technology LIMITED is focused in Software and Web Design, development, search engine optimization, E-Commerce & Graphic and Logo design.
      - highly capable team of web consultants, creative designers, content writers, programmers and web

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marketing professionals who know how to deliver results.

- Details:
  - As a web development firm Soptorshi Technology look at the information technology sector in Bangladesh in recent days. This industry has been improved very rapidly with available highly skilled IT professionals and update communication technologies. As you know because of a developing country and currency advantage, it's a crystal-clear cost advantage for you to outsource your web development work to them.
- Framework: Codrigniter, Bootstrap.

- **Bfasit Limited.**
  - URL: http://bfastit.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql, Windows Services,
    - CMS: Wordpress,
    - Brief:
      - B-Fast IT Ltd is focused in Software Development, Web Design & Development, Search Engine Optimization (SEO), Social Media Marketing (SMM), E-Commerce & Graphic and Logo Design.
      - have a highly capable team of web consultants, creative designers, content writers, programmers and web marketing professionals who know how to deliver results.
      - offer affordable low cost web design with our web design services for all personal web sites and business web sites.
      - the key factor for the success of any ongoing project is to build a spotless communication bond with our client.
    - Details:
      - As a web development firm B-Fast IT Ltd look at the information technology sector in Bangladesh in recent days. This industry has been improved very rapidly with available highly skilled IT professionals and update communication



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technologies. As you know because of a developing country and currency advantage, it's a crystal-clear cost advantage for you to outsource your web development work to them.

- Framework: Codrigniter, Bootstrap.

- **Virtual Marketplace- Online Shopping**
  - URL: http://www.lasvalley.net/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql,
    - CMS: Wordpress
    - Brief:
      - This is a web based market place where seller can post their product and seller can search their desired product.
      - Consumer can order to purchase product.
      - Make payment by payment gateway.
    - Details:
      - Lascaux Valley International Corporation is one of the leading apparel Trading & buying agent located in Bangladesh helping foreign buyers. Bangladesh is a hotbed of garments manufacturing; now ranking second highest in the list of garments exporting nations. Bangladesh is the only country in the world that can produce textile items at least 20% to 30% cheaper than China. We provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products. We offer fast and reliable delivery, excellent Quality Control and flexible manufacturing and production options.
    - Framework: Codrigniter, Bootstrap.
- **Modern IT Limited.**
  - URL: http://www.modernitltd.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql, CMS: Joomla,
    - Brief:
      - Modern IT LIMITED is focused in Software and Web Design, development, search engine

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optimization, E-Commerce & Graphic and Logo design.
- highly capable team of web consultants, creative designers, content writers, programmers and web marketing professionals who know how to deliver results.

- Details:
  - provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
- Framework: Codrigniter, Bootstrap.

- **Mizan IT Limited.**
  - URL: http://www.mizan-it.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql,
    - CMS: Wordpress,
    - Brief:
      - MIZAN IT LIMITED is focused in Software and Web Design, development, search engine optimization, E-Commerce & Graphic and Logo design.
      - highly capable team of web consultants, creative designers, content writers, programmers and web marketing professionals who know how to deliver results.
      - Details:
        - offer fast and reliable delivery, excellent Quality Control and flexible manufacturing and production options. Bangladesh is the only country in the world that can produce textile items at least 20% to 30% cheaper than China. We provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
    - Framework: Codrigniter, Bootstrap.
- **Online Electronics Marketplace**
  - URL: http://sharqbd.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql,
    - CMS: Mageto



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- Brief:
  - SHARQ Electronics is a leading electronic products Manufacturer, Importer & Distributor Company, offering the best quality LED TV, AC, Laser Printers Toner, Mini Sewing Machine, Samsung TAB, Water Filter Jug and Automatic Magic Soap Dispenser to our prospective customers.
- Details:
  - Offer fast and reliable delivery, excellent Quality Control and flexible manufacturing and production options.
- Framework: Codrigniter, Bootstrap.

- **Online Law & Rights counselling**
  - URL: http://law-rights.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql,
    - CMS: Wordpress
    - Brief:
      - Law & Rights Law Office is a Bangladeshi law firm with several years of experience under its belt.
      - We are a full service law firm.
      - Having regard to the multi dimension of most corporate, Donor agency, International organizations requiring being compliant with local laws, banking and commercial deals, we offer a composite range of services to our clients from under one roof.
    - Details:
      - Provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
    - Framework: Codrigniter, Bootstrap.
- **Online Tax Consulting System**
  - URL: http://skantaxconsulting.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql,
      CMS: Wordpress
    - Brief:

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- Skan provides Personal and Corporate Tax consulting services to the individuals and companies for their proper tax management.
- In the last three years, SKAN has advised around thousand of individuals & companies in the Bangladesh.
- Skan is comprised of former tax lawyers and tax consultants with degrees from top universities in the Bangladesh, Canada & UK such as M. Com, CPA, CFC, ACCA, CGA, AATB, ITP (tax degrees) from the National Board of Revenue, Bangladesh.

- Details:
- Framework: Codrigniter, Bootstrap.

- **William Design Limited.**
  - URL: http://wiliam-design.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql
    - CMS: Joomla,
    - Brief:
      - William Design LIMITED is focused in Software and Web Design, development, search engine optimization, E-Commerce & Graphic and Logo design.
      - highly capable team of web consultants, creative designers, content writers, programmers and web marketing professionals who know how to deliver results.
    - Details:
      - Provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products. We offer fast and reliable delivery, excellent Quality Control and flexible manufacturing and production options.
    - Framework: Codrigniter, Bootstrap.
- **E-commerce**
  - URL: http://sai-bd.com/
    - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
    - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql, CMS: Mageto

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- Brief:
  - This is a web based market place where seller can post their product and seller can search their desired product.
  - Consumer can order to purchase product.
  - Make payment by payment gateway
- Details:
  - We offer fast and reliable delivery, excellent Quality Control and flexible manufacturing and production options. Bangladesh is the only country in the world that can produce textile items at least 20% to 30% cheaper than China. We provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products.
- Framework: Codrigniter, Bootstrap.

▪ **DIGITAL OFFICE EQUIPMENT LTD.**

- URL: http://digitalequipmentbd.com/
  - Roll: PROJECT DIRECTOR/PROJECT MANAGEMENT
  - Tools: PHP, JavaScript, AJAX, JSON, HTML5, CSS3, Mysql
  - CMS: Opencart.
  - Brief:
    - DIGITALOFFICE EQUIPMENT LTD. is an ICT as well as ITES based company and as an oracle Gold partner in Bangladesh.
    - There are no boundaries to the solutions we bring to meet your most challenging business requirements.
    - Consultants of DIGITALOFFICE EQUIPMENT Limited possess notable experience- specializing in implementing Oracle business applications for more than 4 years.
  - Details:
    - Provide services to the foreign buyers concerned with identifying the products in the Bangladeshi market, negotiating prices and proper sourcing of products. We offer fast and reliable delivery, excellent Quality Control and flexible manufacturing and production options.



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- Framework: Codrigniter, Bootstrap.

❖ **Responsibility:**

✔ Lead website design and development projects and/or marketing retainer relationships for clients.

✔ Defining project plans, project tasks, dependencies, resources and timeline

✔ Outlining project within Project Management System

✔ Continually learn new techniques and best practices to keep current in web design, user experience, and content strategy fields.

✔ Manage project scope, timelines, and technical details.

✔ Gathering all required assets from the client.

✔ Ensuring service level agreements for individual projects.

✔ Managing internal and external resources

✔ Ensuring team members understand deliverables and have task lists.

✔ Delegate design and development tasks.

✔ Putting together technical write-up for programming features of the site.

✔ Making sure projects stay within timetables and budgets.

✔ Manage a team, run projects and provide guidance to the team on project direction.

✔ Serving as the primary point of contact for clients.

✔ Collaborate with content strategists to design websites that communicate content and ideas put forward by customers.

✔ While completing all of the duties maintain excellent communication with the clients while managing their expectations.

✔ Engage in out-of-the-box thinking with customers to generate ideas that best capture desired visual and content elements.

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- ✔ Keeping our Project Management system up-to-date (we use Basecamp/ trello for this).
- ✔ Collaborate with clients and carefully evaluate the ideas and requirements.
- ✔ Ensuring that projects stay within budget and are completed to deadline. In the event that a client requests additional work, negotiating increases in the costs and timescale of a project, or referring these decisions to a director.
- ✔ Business planning.
- ✔ Responding promptly and professionally to client emails.
- ✔ Attend meetings and work directly with clients and manage web projects and strategic initiatives.
- ✔ Co-ordinating a small team of remote web developers, graphic designers and SEO experts.
- ✔ Keeping clients informed of ongoing progress and informing developers of any changes to the development spec.

❖ **Skills and Qualifications:**

- Web Savvy, Project Management, Planning,
- Verbal Communication, Written Communication,
- Experience managing and leading complex projects with multiple stakeholders, including coordinating and supervising resources
- Process Improvement, Analyzing Information,
- Reporting Skills, Problem Solving Perspective,
- Strong project management skills and the ability to produce results within tight timeframes across multiple projects simultaneously.

❖ **Duties:**

✔ Establishes Web project scope by studying strategic business drivers.
✔ Discovering and validating business and technical requirements and parameters.
✔ obtaining input from subject-matter experts.



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- ✔ examining and recommending changes to current business practices
- ✔ developing and writing proposals
- ✔ Develops Web solution by formulating objectives
- ✔ planning project life-cycle deliverables and resource availability and application
- ✔ preparing installation and modification specifications
- ✔ leading the exploration, evaluation, and design of technical solutions.
- ✔ Implements Web solution by monitoring project progress
- ✔ tracking action items
- ✔ conducting design and implementation reviews.
- ✔ examining, researching, and resolving issues
- ✔ escalating issues to appropriate authority;
- ✔ responding to team members' concerns;
- ✔ coordinating requirements with interested departments.
- ✔ Assures quality Web solution by developing and completing test plans & maintaining project and technical documentation.
- ✔ Accomplishes work requirements by orienting, training, assigning, scheduling, coaching employees.
- ✔ following production, productivity, quality, and customer-service standards & identifying work process improvements.
- ✔ Meets cost standards by monitoring expenses;
- ✔ implementing cost-saving actions.
- ✔ Provides project status reports by collecting, analyzing, and summarizing data and trends.
- ✔ Updates job knowledge by tracking technology and project management advances.
- ✔ participating in educational opportunities.
- ✔ reading professional publications, maintaining personal networks.
- ✔ participating in professional organizations.
- ✔ Accomplishes organization goals by accepting ownership for accomplishing new and different requests.

❑ CAREER HIGHLIGHTS AS A FOUNDER/CO-FOUNDER/CEO/MANAGING DIRECTOR

- ❖ **Company name:**

- DPIT Limited, Web: https://www.facebook.com/DPIT-Limited-1012778898773388/
- DPIT WORLD, Web: https://www.facebook.com/dpit.world/

❖ **Organization/Institution name**:
- Ruma-Razu Haq Computer Center, Web: https://www.facebook.com/DPIT.CLP/
- DPIT Institute, Web: https://www.facebook.com/DPIT-Institute-1700445766845809/

❖ **Address**:
- Khulna, Khan-E-Sabur Road
- DIT Tower, Farmgate, Tejgaon-1215, Dhaka, Bnagladesh.

❖ **Position:** Founder/Co-Founder/CEO/Managing Director

❖ **Company Information:** DPIT & DPIT WORLD is Information Technology Enabled Service Provider (ITES) Company. We Provide Web, Software, Multimedia, Digital Marketing Solution. Ruma Razu Center basically Provides Computer Literacy Program. We Provide a CLP certificate. Thousands of people get CLP Certificates. They Apply that Knowledge in their daily life & work. This Program is totally free of cost.

❖ **Total Employee:** Twenty Include Web Strategist or UI / UX Architect, Developer, Marketer, Content Specialist, Web Designer, Software Developer.

❖ **Time Period:** Jan 2005- 2015

❖ **Reason for Shutdown:** Because of rising family issues.

❖ **Projects:** Please Look on my CV page-5.

❖ **Skills/Duties/Responsibility:**

✔ As a Managing Director Direct and control the work and resources of the Company and ensure the recruitment and retention of the required numbers and types of well-motivated, trained and developed staff to ensure that it achieves its mission and objectives.

✔ As a Managing Director Prepare a corporate plan and annual business plan and monitor progress against these plans to ensure that the Company attains its objectives as cost-effectively and efficiently as possible.

✔ As a Managing Director Provide strategic advice and guidance to the Chairman and the members of the Board, to keep them aware

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of developments within the industry and to ensure that the appropriate policies are developed to meet the Company's mission and objectives and to comply with all relevant statutory and other regulations.

✔ **As a CEO my responsivity was**

- Own the vision
- Provide the proper resources
- Build the culture
- Make good decision
- Oversee and deliver the company's performance.
- Team building
- Investor Management
- Brand Management
- Corporate Development
- Product Vision

✔ **As a founder closely worked with-**

- Product Manager
- Technical Team Member
- Marketing & Sales Team Member
- Chief Executive Officer

✔ **As a Co-Founder My Duties/responsibility was-**

- Track Tasks
- Communicate Openly
- Use the same Technology
- Appoint a CEO
- Brainstorm Together and Accomplish Individually.
- Minimize Overlap
- Focus on Expertise
- Establish Complementary Role

❑ CAREER HIGHLIGHTS AS A WEB DESIGNER-DEVELOPER/SOFTWARE ENGINEER/WEB TRAINER.

❖ **Company name:**

- Srejan Computers & Servicing Center- 2008, Web: https://www.facebook.com/Srejan-Computers-Servicing-Center-463641243834143/



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- Graphic Associates Int. Ltd-2013, Web: http://www.mindworkingasia.dk/
- Creative IT-2014, Web: www.creativeit-ltd.com
- Royal Star IT Limited-2015, Web: http://www.royalstarit.com/

❖ **Address**:
- Siv Bari Mor-Khulna
- Banani-Dhaka
- Dhanmondi-Dhaka
- Elephant Road-Dhaka.

❖ **Position:** Web Designer-Developer/Software Engineer/Web Trainer.
❖ **Company Information:** They are ITES Company & Provides all type of IT solutions & supports.
❖ **Total Employee:** Minimum Ten-Twenty-Five Member.
❖ **Time Period:** Jan 2008- 2015
❖ **Salary Range:** Between 15,000Tk-18,000Tk
❖ **Projects:** Please Look on my CV page-5.
❖ **Skills/Duties/Responsibility:**

▪ **As a Web Developer-**
✔ Write well designed, testable, efficient code by using best software development practices
✔ Create website layout/user interface by using standard HTML/CSS practices
✔ Integrate data from various back-end services and databases
✔ Gather and refine specifications and requirements based on technical needs
✔ Create and maintain software documentation
✔ Be responsible for maintaining, expanding, and scaling our site
✔ Stay plugged into emerging technologies/industry trends and apply them into operations and activities
✔ Cooperate with web designers to match visual design intent

❖ **Skills:**
- understanding of web user experience including best practices
- Experience in developing requirements and selecting web technologies required
- Self-driven individual that enjoys being part of a collaborative, strategic process.

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- **As a Software Engineer (php)-**
  - ✔ Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions.
  - ✔ Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code.
  - ✔ Prepares and installs solutions by determining and designing system specifications, standards, and programming.
  - ✔ Improves operations by conducting systems analysis; recommending changes in policies and procedures.
  - ✔ Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products.
- **As a Web Designer-**
  - ✔ meeting clients to identify their needs and liaising regularly with them;
  - ✔ drawing up detailed website specifications;
  - ✔ designing sample page layouts including text size and colours;
  - ✔ designing graphics, animations and manipulating digital photographs;
  - ✔ registering web domain names and organizing the hosting of the website;
  - ✔ presenting initial design ideas to clients;
  - ✔ coding using a variety of software;
  - ✔ working with different content management systems;
  - ✔ search engine optimization;
  - ✔ meeting relevant legal requirements such as accessibility standards, freedom of information and privacy;
  - ✔ designing the website's visual imagery and ensuring it's in line with company branding policy or the requirements of the client;
  - ✔ proofreading content and making changes where necessary;
  - ✔ editing content, debugging code and re-designing web pages;
  - ✔ working with other web specialists including web developers and graphic designers;
  - ✔ liaising with outside agencies;
  - ✔ testing the website to ensure it is working;
  - ✔ handing the completed website over to the client;
  - ✔ post-sales technical support;



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- ✔ training client's staff;
- ✔ researching current design trends;
- ✔ continual professional development to keep up to date with new software developments.

❖ **Skills:**

- ✔ attention to detail;
- ✔ creativity;
- ✔ analysis;
- ✔ team work;
- ✔ team leading;
- ✔ problem solving;
- ✔ delivering presentations;
- ✔ teach yourself new technical skills;
- ✔ Excellent communication skills; able to communicate verbally, orally, and visually with diverse customers who possess varying levels of technical proficiencies
- ✔ Ability to confidently present work and maintain receptiveness to constructive feedback
- ✔ Ability to work independently as well as part of a team
- ✔ Possess a positive, flexible attitude

▪ **As a Web Trainer-**

- ✔ Support students during class project work and pairing as necessary
- ✔ Identify activities to support and enrich existing curriculum
- ✔ Develop internal tools to support the program
- ✔ Assist in student assessments and the placements process
- ✔ Provide feedback to teaching team
- ✔ Coordinate program logistics (guest speakers, etc.)

❑ CAREER HIGHLIGHTS AS A DIRECTOR/ IT DIRECTOR/ COURSE DIRECTOR, INSTRUCTOR/ IT CONSULTANT-DEVELOPER/IT EXECUTIVE/IT SPECIALIST.

❖ **Company name:**

- Borshon Computers-2007
- Bright IT Solutions-2011
- Golden sourcing-2012
- Mc Pherson Public Library-2013
- Sahara-IT.-2015

❖ **Organization name**:

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- Bangladesh Scouts, Khulna Region-2014

❖ **Address**:
- Khulna Region
- New Delhi-India
- Uttara-Dhaka
- Mohakhali-Dhaka.

❖ **Company Information**: They are ITES Company.
❖ **Positions:** Director/ IT Director/ Course Director, Instructor/ IT Consultant-Developer/IT Executive/IT Specialist
❖ **Salary range:** 15,000Tk-18,000Tk
❖ **Duration:** 2008-2010
❖ **Projects:** Please Look on my CV page-5.
❖ **Skills/Duties/Responsibility:**

▪ **As a Director-**
- ✔ determining the company's strategic objectives and policies;
- ✔ monitoring progress towards achieving the objectives and policies;
- ✔ appointing senior management;
- ✔ accounting for the company's activities to relevant parties, e.g. shareholders.

▪ **As a IT Director-**
- ✔ Coordinate with business teams to analyze project contracts, proposals, requirements, and service level agreements.
- ✔ Assist in developing project budgets and timelines.
- ✔ Utilize project management experience to lead various global and regional projects.
- ✔ Evaluate and revise project plan to meet changing project demands.
- ✔ Manage project planning, staffing, schedule and expenses.
- ✔ Oversee everyday project operations to ensure timely delivery.
- ✔ Oversee the availability of application and infrastructure for project execution.
- ✔ Identify and assign resources to IT projects.
- ✔ Organize project status meetings with customers and team members.
- ✔ Interact with customers to design and execute business solutions.
- ✔ Ensure project deliverables meet highest quality standards and customer requirements.
- ✔ Develop departmental standards and ensure that staffs adhere to these standards.
- ✔ Provide analytical and technical assistance to project team.



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- ✔ Collaborate with management on application development, enhancement, and deployment activities.
- ✔ Evaluate project proposals and change requests and make necessary recommendations for approval or rejection of proposals.

- **As a Course Director-**
  - ✔ ensuring that information held on the Curriculum Management System and module database is updated to take account of revisions which affect the modules taught in the course;
  - ✔ oversight of the selection of applicants in accordance with the admission policy;
  - ✔ the timetabling of the course;
  - ✔ arrangements for student induction programmes, including the preparation and distribution of course handbooks and other material to students;
- **As an Instructor-**
  - ✔ Teach and plan a full work week, five days a week, for 14 weeks
  - ✔ Work closely with two – three co-instructors to provide students with meaningful and prompt feedback on their progress.
  - ✔ Work alongside GA staff and teaching team to best meet the needs and learning styles of your students.
  - ✔ Guide students through development of a stellar final project that will showcase their abilities to hiring managers.
  - ✔ Facilitate a dynamic and collaborative classroom community.
  - ✔ Inspire students to persevere through the challenges of turning their ideas into actual web application.
  - ✔ Design and develop appropriate computer instructional material.
  - ✔ Manage and monitor student behavior.
  - ✔ Initiate and implement systems, procedures and other student management issues.
  - ✔ Develop and implement lesson plans and classroom activities in consistent with the student management issues.
  - ✔ Conduct group training sessions.
  - ✔ Determine and troubleshoot technology services for staff.
  - ✔ Coordinate and collaborate with lead teacher, principal and instructional coaches.
  - ✔ Integrate special lesson plans with core academic curriculum.
- **As an IT Consultant-**
  - ✔ Seeks ways to apply technology to business processes
  - ✔ Researches and provides information on technical trends



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- ✔ Consults with program/project management to develop appropriate technical solutions
- ✔ Advise on options, risks, costs vs. benefits, impact on other business processes and system priorities

o **Skills:**

- ✔ Good presentation skills
- ✔ Strong customer service and interpersonal skills
- ✔ Excellent verbal/written communication
- ✔ Strong analytical skills

- **As an IT Developer-**

Worked with IT Managers to determine business requirements and project objectives.

- ✔ Develop technical and functional specifications for projects.
- ✔ Assist in determining time and cost estimates for assigned projects.
- ✔ Develop new applications or make enhancements according to project needs.
- ✔ Utilize programming principles, tools, and techniques to write application codes.
- ✔ Plan, coordinate and execute project activities to ensure timely completion.
- ✔ Ensure project deliverables meet business requirements.
- ✔ Prepare test cases and strategies for unit testing and integration testing.
- ✔ Perform code reviews to identify basic technical and logical errors.
- ✔ Resolve application development issues in a timely manner.
- ✔ Schedule meetings with customers and management to discuss about project status and issues.
- ✔ Manage project risks, and milestones.
- ✔ Develop best practices to improve productivity.
- ✔ Develop ad hoc and standard project reports for management.
- ✔ Adhere to company policies and regulatory standards.

- **As an IT Executive-**

Ensuring maximum client access to and implementation of technology services and resources.

- ✔ Making sure that back-ups of all critical system data are taken and securely stored.
- ✔ Controlling, investigating and resolving technical issues.
- ✔ Making sure that integrated infrastructure and security designs are in place that support the business.
- ✔ Providing telephone and email support to customers to troubleshoot their problems.
- ✔ Controlling computer systems budgets and expenditures.
- ✔ Maintaining a current and accurate inventory of technology hardware, software and resource.
- ✔ Aligning Business and IT strategy through both formal and informal processes.
- ✔ Installing and maintaining computer hardware, software and networks in a variety of Locations
- ✔ Experience managing a team of Senior IT Professionals.



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✔ Can remain focused in a noisy, busy and target driven environment.

❖ **AREAS OF EXPERTISE**

- Escalating technical issues
- Connecting hardware
- Installing software
- IT troubleshooting
- Identifying IT client
- Team meetings

❖ **KEY SKILLS AND COMPETENCIES**

Professional

- Keeping up to date with trends and developments in Information Technology.
- Strong knowledge of management and leadership techniques.
- Ability to work in a team environment.
- Managing an IT budget.
- Ability to quickly gain new skills and knowledge.
- Ability to meet deadlines under pressure.

Personal

- Desire to learn new skills and master new tools.
- Results orientated with a positive outlook.
- Strong entrepreneurial streak.

▪ **As an IT Specialist-**

✔ Provide first-level support to customer service requests.
✔ Escalate complex support requests to relevant IT staffs for resolutions.
✔ Understand support problems, analyze problem data and determine appropriate solutions.
✔ Maintain problem documentations and their resolution procedures for reference procedures.
✔ Plan and complete daily assigned tasks within deadlines.
✔ Maintain confidentiality and security of company documents and customers.
✔ Ensure to follow standard operating procedures and meet service level agreements.
✔ Install, configure and maintain software and hardware systems.
✔ Assist in development and enhancement of IT systems. Assess potential risks and technical challenges and prepare appropriate mitigation plans.
✔ Conduct IT related trainings to new hires, users and technical teams as needed.
✔ Analyze system issues and provide resolutions.
✔ Recommend process improvements to ensure system reliability, scalability, security, integrity and performance.
✔ Work in compliance with department safety and quality standards.

❑ CAREER HIGHLIGHTS AS A DIRECTOR, SALES & MARKETING.

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- **Company name:**
  - United IT Solution Ltd. , Web: http://www.uniteditbd.com/
  - Royal Star IT Limited, Web: http://www.royalstarit.com/
- **Address**:
  - Mahakhali-DOHS, Dhaka
  - Elephant Road-Dhaka
- **Company Information**: They are ITES Company & Member of BASIS.
- **Positions:** Director-Sales & Marketing
- **Duration:** 2014-2015
- **Job Type:** Part time.
- **Salary:** 15,000Tk.
- **Reason for resignation:** because of better placement.
- **Projects:** Please Look on my CV page-5.
- **Skills/Duties/Responsibility:**

✔ Accomplishes marketing and sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.

✔ Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.

✔ Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.

✔ Determines annual and gross-profit plans by forecasting and developing annual sales quotas for regions; projecting expected sales volume and profit for existing and new products; analyzing trends and results; establishing pricing strategies; recommending selling prices; monitoring costs, competition, supply, and demand.

✔ Accomplishes marketing and sales objectives by planning, developing, implementing, and evaluating advertising, merchandising, and trade promotion programs; developing field sales action plans.

✔ Identifies marketing opportunities by identifying consumer requirements; defining market, competitor's share, and competitor's strengths and weaknesses; forecasting projected business; establishing targeted market share.

✔ Improves product marketability and profitability by researching, identifying, and capitalizing on market opportunities; improving product packaging; coordinating new product development.

- ✔ Sustains report with key accounts by making periodic visits; exploring specific needs; anticipating new opportunities.
- ✔ Provides information by collecting, analyzing, and summarizing data and trends.
- ✔ Protects the organization's value by keeping information confidential.
- ✔ Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- ✔ Accomplishes marketing and organization mission by completing related results as needed.

❑ Extra-curricular activity

- ✔ I was attending the International Conference Urban Health-2015(ICUH-2015) at BICC as a volunteer.

❑ Training Course, Workshop and Seminar Participation

- ✔ I have successfully participated in the workshop on “Career Planning for 21st Century & job field” on 24th November, 2012. Besides other kinds of workshops held at DIU where I have participated.

❑ UNDERGRADUATE PROJECT

- ✔ Online shop,
- ✔ Online distance calculation by using Google location API.
- ✔ Have Some Projects on My Local PC.

Regards-
Debasis Paul

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“Thank You for Viewing My Portfolio”

The End

Thank You!



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