Md Saedur Rahman
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Professional Objective:

I have over 12 years of experience in database management, network administration, and IT support (both hardware and software). Proven track record of delivering innovative solutions and optimizing systems to drive efficiency. Seeking a challenging consultant role where I can leverage my expertise to enhance system performance and contribute to organizational success. Experienced in managing donor-funded and loan projects with the United Nations, USAID, and World Bank. Dedicated to exploring new ideas and contributing to cutting-edge solutions, I aim to collaborate with IT specialists and drive continuous success. Eager to make a meaningful impact through my dedication and creativity.

Education Details:

Sl	Name of Degree	Year of passing	School/College/University	CGPA
1	B.Sc in Electronics and Telecommunication Engineering	2011	The People's University of Bangladesh	3.66 out of 4.00
2	Higher Secondary Certificate	2007	Saroj International College	3.80 out of 5.00
3	Secondary School Certificate	2005	National Bangla High School	4.56 out of 5.00

Employment Record (Present and past):

Sl	Employer Details
1.	**Duration:** 15th July 2026 to 22th October 2026 **Organization Name:** Food and Agriculture Organization of United Nations **Designation:** Assistant WEB & Database Specialist **Responsibility:** • Collate forest resource extraction temporal data from the field offices located under the Sundarbans East and West Forest Divisions • Prepare an interactive database management system for the forest resource extraction and ecosystem service value • Develop a web portal for real-time data collection, validation, management, and reporting system on forest resource collection • Report any technical problems related to the data and database to the International Consultant and the national team; maintain a log of identified issues and recommendations for addressing them; • Present the developed database and the interactive data collection portal to the forest department officials and incorporate the suggested edits;

	• Assist in any other tasks under the project at the instruction of the FAO Representative, the LTO, and Team Leader
2.	**Duration:** 1st September 2020 to 30 June 2025 **Project Name:** Sustainable Forests and Livelihoods Project **Organization Name:** Bangladesh Forest Department **Funded By**: World Bank **Designation:** Database Expert **Responsibility:** • Prepare an inception report and work plan based on the review of all existing database systems, information management systems, and computer facilities within FD. • Review existing data-sharing standards and technologies. • Undertake user requirements specification for the GIS/data management system, including an emphasis on integration or migration of the BFIS database modules; • Map out the conceptual design for the project. • Implement the database, including development, installation, testing, and training. • Support training on open-source Software for field data collection and calculation etc. • Support the installation of the RDBMS in field offices using a database replication approach. • Define data and metadata standards for the project. • Refine the logical design and document it using the entity-relationship approach. • Devise and document (using Standard Operating Procedures) suitable performance monitoring, backup, disaster recovery, archiving, change management, testing, storage, database tuning, and security protocols. • Maintain data standards, including adherence to the Data Protection Act. • Control access permission and privileges. • Archive and Organize relevant RIMS data for BFD. • Revise the existing BFIS modules and suggest the necessary updates to accommodate the latest inventory information. • Support the procurement of appropriate systems and equipment for the BFD, including field computing technologies. • Support maintenance engineer, forest inventory specialist, RIMS unit, and other members of the team with data collection and database management. • Assist in any other tasks under the project as advised by the PD/PM SUFAL and the head of the NFI/RIMS Unit.
3.	**Duration:** 23rd January 2018 to 31st August 2020 **Organization Name:** Food and Agriculture Organization of United Nations **Designation:** National Consultant- Data Management System **Responsibility:** • Prepare the inception report for database development and maintenance.

	• Provide technical assistance and support to FD in areas of capacity building, multi-user database development, data sharing, and data processing. • Support the collection harmonization, archiving, and management of all existing forest monitoring and assessment data. • Support the development and maintenance of the website and web portal. • Support the maintenance of the Server and Network of the Forest Department. • Provide training to the national team in the development and maintenance of the database and formulating SQL queries. • Prepare a database maintenance manual to ensure the sustainability of the forest data information and archiving systems. • Report any technical problems related to the data, database, and web portal to the CTA and the NPC. • Describe all work performed in the form of a terminal report at the end of the recruitment period to be submitted to the CTA for technical clearance. • Support to procurement of appropriate systems and equipment for the forest monitoring information system. • Support training to national personnel, planning, and implementing the activities in connection with the creation of the Forest Information System (FIS). • Support the development of a data management system that allows the accessibility of the necessary data to the different stakeholders. • Collect and review comprehensively all existing forms of record keeping systems and relevant documents. • Archive and organize all available field inventory data for Bangladesh. • In close collaboration with the national counterpart personnel, design a preliminary database structure and present it for reviews and comments by concerned parties. • Support the installation of a database management system in government officers. • Ensure adequate training is provided for the maintenance of the database system. • Configure the informatics system to adequately perform. • Fine tuning of the informatics system taking into consideration the national context and capacities. • Support training on open software for field data collection and calculation. • Review existing data-sharing standards. • Prepare and submit end of consultancy report. • Perform any other tasks required, under the direction of the National Project Coordinator.
4.	**Duration:** 22th October 2014 to 20th January 2018 **Organization Name:** PRAN-RFL Group **Designation:** Assistance Manager **Department:** Support Engineer, CS-MIS-HW **Responsibility:** • Installing and configuring computer hardware operating systems and applications. • Monitoring and maintaining computer system, AD, DHCP, Exchange server, Proxy Server, File Server, Edge Server, Call Center server, and IPPBX system. • Talking staff or clients through a series of actions, either face to face or over the telephone to help set up systems or resolve issues.

	• Troubleshooting system and network problems and diagnosing and solving hardware or software faults. • Providing support, including procedural documentation and relevant reports. • Setting up new users' accounts and profiles and dealing with password issues • Testing and evaluating new technology. • Complete additional projects like software or system. • Developing HTML 5, CSS, and responsive web portals would be an added advantage and creating MySQL queries • Perform unit testing on source code wherever required. • Maintain source code, and analyze and fix bugs wherever necessary
5.	**Duration:** 15th December 2013 to 30th June 2014 **Organization Name:** Banglalion Communication Ltd. **Designation:** Jr. Engineer, Customer Support **Responsibility:** • Communicate with clients, create schedules, and Visit clients' ends. • CPE configuration and installation, configure the wireless router and establish the new connection at the client's end with proper responsibility and care. • Provide Initial support to nurse a new client and troubleshoot any reported problem • Provide daily reports to the supervisor timely over the phone and email. • Must understand operating system architecture, troubleshooting tools, internet connectivity challenges, and application internet service problem-solving skills • Solve tickets and queries according to the SLA. • Firm grasp of how the web works, networking and software products • Test the Modem for Buy Back.
6.	**Duration:** 01st May 2012 to 31th December 2012 **Organization Name:** Micro Institute of Technology **Designation:** Lecturer (Part-Time) **Department:** Electronics

Training Summary:

Sl.	Training Details
1	**Training Title: Google AI Professional Certificate** Institute: Google Duration: 1 Week (2026) **Topics:** • AI Fundamental • AI for Brainstorming and Planning • AI for Research and Insight • AI for Writing and Communicating • AI for Content Creation • AI for Data Analysis • AI for App Building

Sl.	Training Details
2.	**Training Title: Professional WordPress Mastery Zero to Hero (Online)** Institute: UY Lab Duration: 2.5 Months (2026) **Topics:** • Introduction to HTML basics (tags, elements, page structure) • Creating and structuring simple web pages • WordPress installation and setup • Theme selection and customization • Managing pages, posts, and menus • Designing websites using Elementor Pro • Creating responsive and professional layouts • Using templates, sections, and widgets • Installing essential plugins • Configuring plugins for functionality and performance • Domain and hosting setup • Website security best practices • Speed optimization techniques • Introduction to freelancing marketplaces • Creating a professional profile • Writing effective proposals • Client communication and project handling
3.	**Training Title: Advanced AI Script to Video Making (Online)** Institute: UY Lab Duration: 2.5 Months (2025) **Topics:** • ChatGPT/Gemini/Deepseek/Grok • Prompt for Image Generation • Image Generation tools & Process • Prompt Engineering for Video Making • AI Video Generation Tools • CGI Animation • Learn to Generate Audio, Music & Voiceover with AI • Capcut /Canva Overview
4.	**Training Title: Public Procurement Management & e-GP Tender Preparation (PE Part), Submission (Bidder Part)** Institute: Flash IT Limited Duration: 1 Day (2025) **Topics:** • Definition of Procurement & Public Procurement. • PPA-2006 & PPR-2008 and all amendment • Nature of Procurement (Goods, Works & Services) • LTM, OTM, Goods, Works Live Training. • 6 types of Procurement methods (for Goods & Works) • 8 types of Service Methods. • 4 offences in Procurement sector.

Sl.	Training Details
	• TEC & TOC formation. • Tender Opening procedure. • 4 steps of Tender Evaluation. • Introducing with STD (Standard tender Documents). • Section of Tender Documents. • Preparation of IFT (Invitation for Tender). • Procurement processing & Approval time-table. • Tender Security, Performance security & Retention Money misconception. • E-GP (Electronic Government Procurement) Guideline & Procedure. • Preparation of APP through e-GP system • Tender Document Preparation & Submission of tender using e-GP system. • Practical of e-GP Tender submission, modification & withdrawn. • Preparation of APP (Annual Procurement Plan).
5.	**Training Title: Cartography** Institute: ESRI Duration: 6 Weeks (2025) **Topics:** • Section-01: Let's Get Mapping • Section-02: Maths for Map Makers • Section-03: The Language of Graphics • Section-04: Labels and Composition • Section-05: Going 3D • Section-06: Mapping Movement and Change
6.	**Training Title: Application of Geographical Information System & Remote Sensing** Institute: Bangladesh Green Environment Research Centre Duration: 3 Months (2025) **Topics:** • Module 1: ArcGIS & Google Earth PRO Essentials • Module 2: Land Use and Land Cover (LULC) Analysis • Module 3: Environmental Impact Assessment • Module 4: Climate and Urbanization Analysis • Module 5: Drone Mapping (Basic Level)
7.	**Training Title: Make an Impact with Modern Geo Apps** Institute: ESRI Duration: 4 Weeks (2025) **Topics:** • Web mapping apps for different purposes • Selecting an app for focused web experience • Selecting an ArcGIS Instant Apps template • Selecting an app for a content-rich narrative • ArcGIS Story Maps features • Selecting an app for interactive visualization • Desktop and mobile dashboard views

Sl.	Training Details
	• Configure an advanced dashboard • Selecting a tailored web app • ArcGIS Experience Builder templates • ArcGIS Experience Builder widgets • Closing thoughts
8.	**Training Title: Big Data Analyst** Institute: AKAADEMY Duration: 2 Months (2024) **Topics:** • Section-01: Math & Statistics • Section-02: Advanced Excel • Section-03: SQL • Section-04: Data Visualization • Section-05: Python • Section-06: Project Portfolio
9.	**Training Title: Ultimate SQL Bootcamp: Enter the World of Data Science** Institute: MSB Academy Duration: 14 Hours+ (2021) **Topics:** • Road to Database, SQL and MySQL • SQL Philosophy • Fundamentals of Database Terminology • Practically learn SQL and MySQL • SQL Statements • SQL Aggregate function • SQL Subqueries • SQL self-join, views, Stored procedure • Advanced SQL Elements
10.	**Training Title: Advanced web design and development** Institute: BASIS Institute of Technology & Management (BITM) Duration: 6 Month (2018-2019) **Topics:** • Introduction of web development • Use of wireframing tools • HTML5 syntax • Flex box • CSS and Sass • Bootstrap Framework • Responsive web design • Basic concept about photoshop • PSD to HTML converting • JavaScript Syntax • Function, Array, conditions, and loops in JavaScript • JQery introduction, selectors, DOM, Event

Sl.	Training Details
	• JQery Effects, animation, and plugins using • Introduction of PHP WordPress installation, creating database, core settings, and installing themes and plugins
11.	**Training Title: Windows Server 2012 and Exchange Server 2016** Institute: Corporate Projucti Limited Duration: 6 Days (2016) **Topics:** • Administer a Windows Server 2012 Infrastructure in an enterprise environment. • Implement and configure Windows Server 2012 core services, such as Active Directory and networking services. • Administration tasks necessary to maintain a Windows Server 2012 infrastructure, including user and group management, network access, and data security. • Server installation methods, server virtualization, managing storage, and configuring remote access. • key topics and concepts addressed on the MSCA: Windows Server 2012. • Install and deploy Exchange Server 2016. • Configure Mailbox servers and Mailbox server components. • Configure the client access server role in Exchange Server 2016. • Configure message transport in Exchange server 2016. • Implement a High Availability solution for Mailbox, server roles in the Exchange server. • Configure Exchange Server permission and configure Exchange Server access security. • Transition an Exchange server 2013 to an Exchange server 2016. • Configure the Unified Messaging Server role and Unified Messaging components.

Technical Skills:

- **Computer & IT Skills:**
    - Strong knowledge of computer hardware and software installation, configuration, and maintenance
    - Proficient in system troubleshooting, fault diagnosis, and performance optimization
    - Practical understanding of computer networking concepts, configurations, and basic network security
    - Experience in database management concepts and enterprise email systems including Microsoft Exchange Server
- **Database Skills:**
    - Solid understanding of **relational database concepts**, data modeling, normalization, and indexing

- Hands-on experience with **MySQL database design, development, and administration**
- Skilled in writing and optimizing **SQL queries**, views, stored procedures, and joins
- Experience in **database backup, restore, and basic performance tuning**
- Familiar with database security concepts including user management, access control, and data integrity
- Basic exposure to enterprise-level database environments and data management best practices

- **Programming & Web Technologies:**

  - Working knowledge of programming and web development languages including **C++, Python, RScript, HTML, CSS, MySQL, PHP, and JavaScript**
  - Experience in responsive web design and front-end development using **Bootstrap** and **jQuery**
  - Ability to develop and maintain dynamic websites and database-driven web applications

- **Content Management System (CMS):**

  - Hands-on experience with **WordPress** for website development, customization, content management, and basic plugin/theme configuration

- **Operating Systems:**

  - Proficient in installing, configuring, and managing **Microsoft Windows** operating systems (Windows 98, XP, 7, 8, Vista, 10, 11)
  - Experience with **Windows Server** Environment (Server 2003, 2008, and 2012)
  - Familiar with **Linux-based operating systems**, including **CentOS**, **Ubuntu** for server and system administration tasks

- **Technical & Analytical Software:**

  - Practical experience using engineering, analytical, and development tools such as **MATLAB, PSpice, Microwind, Turbo C, and Visual Studio**
  - Skilled in statistical analysis and data visualization using **SPSS** and **Microsoft Power BI**

- **Microsoft Office and Applications:**

  - Proficient in **Microsoft Office** suites (Office 2003, 2007, 2010, 2013, and 2016, 2019, 2021), including Word, Excel, PowerPoint, and Outlook
  - Experienced in documentation, data analysis, reporting, and professional presentation preparation

- **Survey Design & Data Collection Tools:**

- Experience in digital survey design, data collection, and field data management using **ODK Platform, KoBoToolbox, and OpenForis**
- Skilled in managing survey workflows, data validation, and basic analysis for research and development projects

Thesis/Project/Task Accomplished:

Sl	Details	Year
1	Study on GSM Operation & Maintenance (Final Thesis in BSc.)	2011
2	Design and prepare the budget for the office network system.	2015
3	Developed Online shopping Cart for DITF and CITF (Project for PRAN-RFL GROUP)	2015
4	Developed Helpdesk [Support Ticketing System] (Project for PRAN-RFL GROUP)	2016
5	Developed an Online Examination System (Project for PRAN-RFL GROUP)	2016
6	Setup IPPBX system by open-source software (Project for PRAN-RFL Group)	2017
7	Setup call Center system (Project for PRAN-RFL Group)	2017
8	**Bangladesh Forest Information System:** The Bangladesh Forest Information System (BFIS) is the national information system of the Bangladesh Forest Department, under the Ministry of Environment, Forest and Climate Change, for planning, implementing, and monitoring forest management and conservation. This platform is developed by WordPress with Ocean wp theme and elementor plugin. Web link: https://bfis.bforest.gov.bd	2018
9	**BFIS e-Library:** The BFIS e-Library is the virtual library of the Bangladesh Forest Department where electronic documents have been archived and referenced to facilitate their access to national and international stakeholders interested in forestry in Bangladesh. This platform is developed by WordPress with Ocean WP theme and Elementor plugin. Web link: https://bfis.bforest.gov.bd/library	2018
10	**BFIS e-Multimedia:** BFIS e-Multimedia is the module under the Bangladesh Forest Information System to Provide access to photos and videos of forest-related activities in Bangladesh. This platform is developed by WordPress with Ocean wp theme and Elementor plugin. Web link: https://bfis.bforest.gov.bd/multimedia	2019
11	**Tree Species Identification Module:** This is the first national digital tool that can be used to identify tree species instantly in the field and describe tree species in Bangladesh. This platform is developed by the Laravel framework. Web link: https://bfis.bforest.gov.bd/TreeInfo/public	2019
12	**Forest Emission Factor Database:** This module provides the database for allometric equations, wood density, raw data, and tree species list. I have designed this module database with MySQL. Web link: https://bfis.bforest.gov.bd/nef	2019
13	**Bangladesh Forest Inventory:** The BFI data portal contains the biophysical inventory and socioeconomic survey data of the Bangladesh Forest inventory (BFI), downloads in the report or raw Data formats. This platform is designed by PHP, MySQL, HTML, CSS, JavaScript, and Bootstrap. Web link: https://bfis.bforest.gov.bd/bfi	2020
14	**BFD Cloud:** Prepared a Cloud storage system for Bangladesh Forest Department for storing important data or information for use anywhere. This	2021

Sl	Details	Year
	system is prepared by using the Owncloud system. Web link: http://bfis.bforest.gov.bd/bfdcloud/	
15	**Site-Specific Planning:** Design and developed survey from of site-specific planning by ODK platform. Site-specific planning is a plan before plantation, plantation site preparation, area selection, etc. Based on this survey prepared database of web applications of SSP. Web link: http://ssp.bforest.gov.bd/	2022
16	**Baseline Survey:** Designed and prepared a baseline survey form for beneficiary selection in the SUFAL project within forest areas, utilizing KoboToolbox for form creation.	2022
17	**Community Forest Management Database:** Collected data on community forest management from 13 Excel sheets, coordinating with 7 NGOs across 16 Forest Divisions. Organized and restructured the data according to the database system, migrated it into the CFM database, and performed data analysis to prepare reports as required by the Project Director. Web link: http://sufal.bforest.gov.bd:8090/Account/Login	2023
18	**SUFAL Project Website:** Designed and developed the SUFAL project website using WordPress, with a MySQL database for backend support. Web link: https://sufal.bforest.gov.bd/	2024

Communication Skills:

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Bangla	Fluent	Excellent	Excellent

Personal Profile:

1. Father's Name : Bazlur Rahman
2. Mother's Name : Late Joshnna Rahman
3. Permanent Address : Village-Shanaiya, P/O- Shome Natun Bazar, P/S- Kaligonj, District- Gazipur, Bangladesh
4. Present Address : Flat-6A, House-08, Road-11, Block-C, Chandrima Model Town, Mohammadpur, Dhaka-1207
5. Personal Particulars
   - Date of Birth : 12 November 1990
   - Sex : Male
   - Marital Status : Married
   - Nationality : Bangladeshi
   - Religion : Islam
   - Height : 5 feet 9 inch
   - Blood Group : A+

Reference:

1. **Gobinda Roy**
   Deputy Chief Conservator of Forests and PD, SUFAL Project
   Bangladesh Forest Department
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2. **Md Zaheer Iqbal**
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Declaration:

I hereby declare that above furnished details are true to the best of my knowledge.



Md. Saedur Rahman

Date: 15 November 2026