

Profile of the Company

1.	Name & Address of the Firm:	
	BINDU IT LTD Head Office: Medical Road, Jamalpur Pourashava, Word No. 05 Dist. Jamalpur, Bangladesh	
	Phone/Mobile No.	Mobile No. 01917711488
	Email:	bindudotbd@gmail.com
	Website :	www.binduitltd.com.bd
2.	Name of the responsible Personals who deal with the business with designation:	
	BINDU IT LTD	
	Chairman	Mirza Zillur Rahman BINDU IT LTD National ID No: 3925804327162
	Phone No.	01914417044
	email	turja.jam@gmail.com
	Managing Director	Md. Nurun Nabi Bhuia BINDU IT LTD National ID No : 8234590183
	Phone No.	01917711488
	email	nmb.jamalpur@gmail.com
	Director & CEO	Md. Rafi-Ud-Doula BINDU IT LTD National ID No : 3734274602
	Phone No.	01712213848
	email	rafi.tvl@gmail.com
3.	Business category of the firm:	
	IT/ICT Service Provider, Suppliers & Out Sourcing Firm.	
4.	Legal status/Trade license information:	License No: 002587-02 License ID: 05-11-002587-02 Date of Issue: 12-08-2012 Year of renewal: 2019-2020 Date of renewal: 25-11-2019
5.	TIN & VAT Registration no.	TIN : 246055544952 BIN: 003086246-0407
6.	Bank Information	Name of the Bank: IFIC Bank Address: Dayamoyee road, Jamalpur Account No: A/C no: 0170115217001.

7.	Back ground information of the Firm: BINDU IT LTD is an ICT training , services , Software Design & Development Company located in Jamalpur, Bangladesh. We are specialized in ICT training activities special attention on Outsourcing & Freelancing , Web site Design & Development; Online & Desktop based interactive software Development, Mobile Application, Search Engine Optimization (SEO), Bd domain Registration , networking activities and ICT infrastructure maintenance. We have well experienced professionals in software development sector. Prescribe Rx (Digital Prescription software for Doctors), BINDU IT LTD Accounting (Online accounting Software), BINDU IT LTD HR (Human Resources Management Software), ERP EXPERT (Real Estate ERP, Bus Company ERP, Garments ERP), Digital Courier (Online Courier Service Management System), BINDU IT LTD POS (Shop Management Software) are the major products of BINDU IT LTD Soft as well as We have 50+ ready software to simplify your business. Creative Services, Events And Social Communication, Technical Staff Support Service, Awareness Campaign, IT/ICT Service Provider, Supplier & Out Sourcing Marketing.
8.	Product/Services Provided (Specific name of goods or service): <u>Website Design:</u> We are one of the leading Website Design Company in Bangladesh. Our Exclusive Designs Makes Your Website Much Better & attractive. Our popular products are the; ▪ Website Design; ▪ Website Development; ▪ Content Management; ▪ User Interface Design; ▪ HTML/CSS; ▪ Mobile Applications & ▪ Hosting & 24/7 Support. <u>Software Solution:</u> Our Expert Software Developers Team Offering Solutions to Simplify Your Business. ▪ Database programming; ▪ Database integration; ▪ Data importing; ▪ Dynamic page creation; ▪ Create custom site engine; ▪ Online Software Development & ▪ Desktop Based Software Development. ▪ On demand software pack & solution. <u>SEO Service:</u> ▪ Be Visible Today in online by Using Our SEO Service to Get More Queries From Your Possible Client. ▪ Search Engine Optimization; ▪ Search Engine Marketing; ▪ Social Media Optimization; ▪ E-Commerce Promotion; ▪ Video Promotion & ▪ Press Release Distribution & campaign

	<u>Branding & Identity:</u> Our Creative Marketing Team Can Make Your brand More Popular Which Grow Your Business. ▪ Brand Consulting; ▪ Brand Naming ▪ Brand Identity; ▪ Slogan; ▪ Brand Style guide & campaign ▪ Marketing Collaterals.	
9.	Present Customers:	SEEDO , Turja Enterprize ,Jamalpur Charcoal Ltd, Brahmaputtra Agro Industries Ltd .
10.	Number of Years of Experience in service provider/Suppliers in IT/ICT business: 08 yrs.	
11.	Details of Services, work orders received from reputed customers for last 08 yrs. To ensure the sustainable development of ICT sectors BINDU IT LTD has been successfully implementing many development projects/ programs. Description "Learning and Earning Development Project" is one of them. The firm has taken initiatives for conducting of the different type of IT/ITES, Outsourcing training activities throughout the country. The main objectives of these training are to assignment create new job facilities in the local & global outsourcing market and improved national awareness in all level.	
12.	If the Firm has same business in other name	Socio Economic Environmental Development Organization (SEEDO)
13.	Any other information which you would like to highlight for consideration of your enlistment	-For empowering women and distress people of the society through ICT application BINDU IT LTD organized and arrange several free training program all over Jamalpur district with the help and assistant of district administration,Jamalpur, BD. -Create and develop and provide skill ICT human resources as per requirements .
14.	Working experiences of the Firm: ▪ 02 (Two) years involvement with IT/ICT business, IT training provided under "Learning & Earning Project". Employment Creation through Out-sourcing supply ▪ Installation and Maintenance for all IT hardware & Software; Configure setup and maintain SQL Server, Oracle Database and Visual Basic 6.0 software to the user PC & all outlets PC. Installation and Maintenance IT infrastructure and switch, router, firewall, Wi-Fi Network, IP Addressing and Sub-netting, Internet, IP Routing, Static Routing, VLAN, LAN, WAN, Firewall, Proxy server and Internet Bandwidth etc. Maintenance mail Server & Domain server, Remote Desktop Sharing, USB Networking, Linux Networking, Router and Switch Configuration.	

Management : Key Personal

1.Mr. Mirja Zillur Rahman Chairman:- BINDU IT LTD	2. Md. Nurun Nabi Bhuia Managing Director BINDU IT LTD	3.Md. Rafi-Ud-Doula Director & CEO BINDU IT LTD
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Mr. Mirja Zillur Rahman: **Chairman**

Through dynamic leadership and a highly motivational personality Mr. **Mirja Zillur Rahman** has given a new dimension in the field of IT/ICT to make the Digital Bangladesh through IT/ICT Service providing, Suppliers & Employment creation through Out sourcing. He has broken the traditional communication theme and added innovative ideas, which has made him one of the most successful personalities in the IT/ICT arena of Bangladesh and an ideal for the newcomers.

He has diversified knowledge on Tele Communication marketing, IT/ICT services, consultancy, Event Management and all through social media communications with expertise in Management of the organization. At present, handling successfully a number of Government, Multinational and National Companies with their full satisfaction namely Turjo Enterprise, Jamalpur Charcoal Ltd, Brahmaputra Agro Industries Ltd.

Md. Nurun Nabi Bhuia **Managing Director**

He is one of the key personnel's and Founding member driving force behind the Company. From the very start he has been at the helm of the creative department, the very heart of the company, heading a team of people serving clients now a days.

With time and success he took on more and more responsibilities, ranging from, making policy decisions to running the day to day business. He has the innate capacity to lead and inspire the next generation of creative minds, to come up with novel and practical solutions.

Before starting **BINDU IT LTD**, **Md. Nurun Nabi Bhuia** acting Executive Director ,is the Creative Head of **Socio Economic Environmental Development Organization (SEEDO)**, making him responsible for translating marketing concepts into viable marketing campaigns.

Md. Rafi-Ud-Doula **Director & CEO**

He is another key personnel's and one of the founding director of the company. Engaging with all the policy implementation & operational functionality . Having ICT background in academic arena and vast experience on ICT oriented project at GO & NGO level , always ready to share and adapt new technologies and services.

He added more values having Cisco certification , District enlisted ICT Trainer, (A2i Program)Jamalpur & Coordinator- ICT CLUB, Jamalpur for the freelancer, An initiatives of ICT Division, BD to his carrer which consist of more than 12 years.Before starting **BINDU IT LTD**, he worked as System Support Engineer in Support to ICT Task Force Program project at District Administration, Jamalpur & Director at Ahsania Mission Computer Institute ,Nalta , Satkhira .

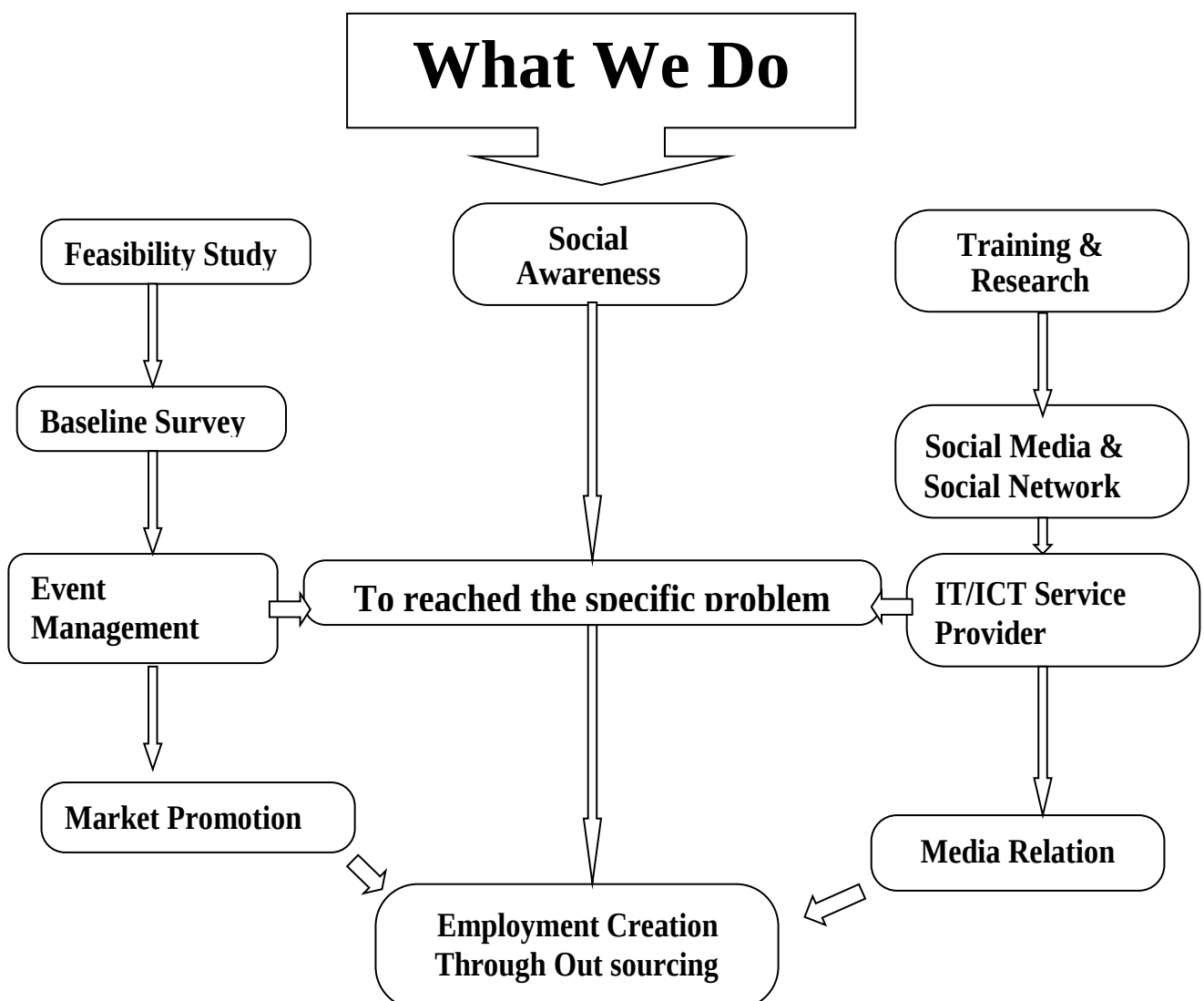
Overview

An IT/ICT business house that conveys state-of-the-art technologies in the areas of integrated business solutions, system application, product development and communications & network management services with outstanding quality, competence and performance.

By learning the demand of prospective clients, we are capable to deliver smarter and integrated solutions that automate operations, reduce cost, maximize productivity, streamline process, realize performance improvements.

Our Vision:

To become the ideal ICT service provider company In Bangladesh as well as in the world to SIMPLIFY.



BINDU IT LTD: STRATEGY

Research:

1. Define Problem.
2. Define Query
3. Define area need to study

Plan:

The next part of the planning process is creating objectives that focus on *what* attitudes or opinions you want to achieve from your target audiences. Make sure your objectives are specific, measurable, attainable, relevant, results-orientated and time specific so you can effectively evaluate the success of your campaign. Then create strategies that describe *how* you want to reach your objectives.

Execute:

This is where the exciting things happen like media relations, events, speaking engagements, videos, social media, branding, billboards, etc. During this third step is when you are accomplishing tactics based off your objectives and strategies.

Evaluation:

What worked?

What didn't?

Were we successful?

After evaluation firm reached a conclusion about the challenge.

BINDU IT LTD: TACTICS

Tactics is the purest expression of strategy and creativity directed all target people. In conjunction with our multi-platform programming, we provide solutions for your most critical challenges.

Execution may include any number of the following elements:

- Public Engagement in IT/ICT;
- Social Media Activities under ICT;
- Leadership Positioning for ICT service enhancement;
- Social Workshop on IT/ICT;
- Expert Communications in ICT;
- Media Audits & Profiling through ICT.
- Content Optimization
- Media Relations
- Expert Opinion
- Monitoring & Reporting
- News Bureau
- Entertainment Awareness program & Public Query.

WHAT MAKES US DIFFERENT

**We Are Conscious. We Are
Consequential.
We Are Committed To Making A
Difference.**

We engaged Peoples in Seminar Workshop, Campaign, and Mobile based inquiry to specify the problem, increase their Query, their effort, their awareness.

We Promote people by driving curiosity, interest and inquiry which serves to people aware, trial, experience, engagement and advocacy.

We try to execute the process through IT/ICT media relations, events, speaking engagements, videos, social media, and billboards.

Service Provided

S.L	Description of the Services
1	ICT Training for women empowerment.
2	Outsourcing training for self employment.
3	All Kinds of Public Awareness Campaign, Motivation, Behavioral Change activities through ICT.
4	All Kinds of Workshop, Seminar, Round Table ,Video Conference
5	All kinds of Survey, Research on any subject related to ICT
6	Brand Communication
7	Networking support
8	Dedicated line as an ISP service
9	General Supplier of Office ICT Stationeries
10	Supplier of Multimedia, Sound System, Digital Printing ,Video Recording

AREA OF PRACTICES:

BINDU IT LTD:

Has provided necessary ICT support and services in the following field:

- Supply of Multimedia Projector, Sound System, Video Recording etc.
- Social awareness campaign
- A-Z media campaign
- Women empowerment through ICT.
- Training, Advocacy & Institution Building;
- Human Resource Development;
- ICT Infrastructure Development;
- Entrepreneurship Development;
- Formal & Non-formal Education using ICT Tools & Application ;
- Research & Development
- Participatory strategic planning & research
- Community development
- Human skill & capacity building
- Technical/Non Technical Manpower support service
- General supplier of office stationeries, Gift etc.

ORGANIZATION AND STAFFING

Associates & Staffs

The Proprietor **BINDU IT LTD** is overall responsible for implementation of the Firm's activities. A group of qualified, experienced and professional staffs (full time and part time) is always help to Proprietor for better management and implementing various project/program activities in their respective field.

<u>Function</u>	<u>Team strength</u>
Management	03
Strategic planning department	04
Client service department	04
Trainer	06
Mentor	04
Server Administrator	01
WEB Developer	02
Graphics Designer	04
Digital Marketing	02
Project Support Assistant	06
Accounts Staff	02
Office Assistant	04
Total	37

BINDU IT LTD:Resources:

IT system: **BINDU IT LTD** is linked with a high power and highly effective information technology system. Broadband Internet connections have been established with own mail server along with own domain. The IT system accommodates enormous numbers of e-mail connections and facilitates remaining online for 24 hours. These systems also facilitate enjoying web mail. The LAN system has connected the entire computers of **BINDU IT LTD** under network.

Other logistics and equipment: **BINDU IT LTD** has a list of huge materials and equipment consisting of Application and Database Server ,Networking equipments, digital camera, video camera, desktop computers, color TVs and Video Players, DVD Players, multi-media projector, Overhead projector, Computer Video Editing, System, Scanner, Spiral Binder, etc.

BINDU IT LTD will utilize its existing facilities and technology and appropriate input from the different teams will be taken to maximize the output under many projects. Therefore, it is assumed that a significant part of the project costs will be shared by **BINDU IT LTD's** existing facilities.

Organogram of BINDU IT LTD

