WORKING AS EXCUTIVE (IT) IN ANIS IT CORPORATION

BY

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This Report Presented in Partial Fulfillment of the Requirements for the Degree of Bachelor of Science in Computer Science and Engineering

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APPROVAL

This Internship titled "**Working As Executive (IT) In Anis IT Corporation**" submitted by Md. Mehidi Hassan ID No:153-15-6471 to the Department of Computer Science and Engineering, Daffodil International University, has been accepted as satisfactory for the partial complete of the requirements for the degree of B.Sc. in Computer Science and Engineering and approved as to its style and contents. The presentation has been held on 11th December 2018.

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I hereby declare that this Internship has been done by me, **Md. Mehidi Hassan**, **ID: 153-15-6471** to the department of department of Computer Science & Engineering, Daffodil International University Under the supervision of **Ahmed Al Marouf, Lecturer, Department of CSE** Daffodil International University. I also declare that neither this internship nor any part of this Internship has been submitted elsewhere of award of any degree or diploma. I also declare that I collect information from Daffodil International University, Books & Internet.

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Finally, I must acknowledge with due respect the constant support and patients of my parents.

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ABSTRACT

My internship title is "**Working As Executive (IT) In Anis IT Corporation**". I work in ERP Management System, Hardware and Networking. Internet is very important to communicate with each other. So in the future I show a lot of opportunity to improve the networking side. I think one upon a time many company is coming in the market to help and secure our data. So we need a lot of network engineer. So the market we show many opportunities to start a job. That is why I chose my internship topic as "**Working As Executive (IT) In Anis IT Corporation**".

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INTRODUCTION

1.1 Introduction

The internship offer is practical works to support in any company such like as install program support hardware software issues that like as the any problem of the company and IT sector I can support very well in the company. This is the channeling way to me that the very important issues of my life and I connected to the any company. This is the Very experience of job market is very helpful for me. This internship provided to the IT section of ANIS IT Corporation.

1.2 Motivation

I am currently pursuing my Bachelor in Computer Science Engineering at Daffodil International University. I understand the importance of practical knowledge which is full of knowledge of textbooks and life problem solving. My dream is to establish me as a network security expert. And I enjoyed that networking job very much. Seeking for a challenging and rewarding post in a dynamic company where I can use my strong technical knowledge and skills. My skills remain in my ability to read and understand the situation and to work quickly and still beautiful. I also saw the work of the server and its responsibility. I think that my work will make me more successful in my life.

1.3 Internship Objectives

Understood the importance of the executive IT as a medium of communication. Understood the principles of creating a system support, information architecture. To build the strength, team work speed and self-confidence. Internship will increase my sense and responsibility and good work habits. I can utilize my technical, management and HR skills for achieving the target and developing the best performance. I would like to implement my innovative ideas; skills and creativity for accomplishing the job for develop my career in IT sector.

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1.4 Introduction to the Company

Journey Begins with Anis IT Corpuration Ltd (2017)

"Anis IT Corporation" is one of the renowned and fast growing IT in Bangladesh Established in 2017. The company has a very good training facility located at 426 (3rd Floor), Mukta Bangla Shopping Complex, Mirpur-01, Dhaka-1216 . It has been launching new and innovative idea in the Bangladeshi IT industry. The company gives various facilities such as Professional IT course training such as MS Office, Graphics Design, Hardware Engineering, Professional Networking, Cisco Certified Network Associate (CCNA R & S), MikroTik Certified Network Associate (MTCNA), Windows Server 2016, Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), Auto CAD (2D, 3D, 3Ds Max), Video Editing, Web Site Design and Development, Software Development (Online & Offline), Android Apps Development, Search Engine Optimization (SEO) etc. Without these training facilities they also provide Corporate Logo, Banner Design, Hardware, Networking & Server Support, IT Products supply, Domain & Hosting reselling, Corporate IT Training etc. It has more than team member to manage all that services.

Now Anis IT Corpuration Ltd continues his journey

1.5 Business Background

Anis IT Corpuration Ltd was established in 2017 as a proprietorship concern of Mr. Gaus Uddin Khan. The company has a very good training facility in Bangladesh It sector. In 2017 the Company was incorporated as a Private Limited Company and named Anis It Corporation Ltd. Now a days this it corporation is very increased day by day. This corporation also business by Dewan ICT Group, Unique Group, Real estate company in Bangladesh.

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Vision

To reach the highest level of ICT sector and contribute in the micro and macro economy of the country and ensure genuine education to the nation. Achieving the target of the services and ultimate is to expand from national proximity and to approach in the international market. Enriching the human resource and converting to fit for competitiveness in the international market.

Mission

Our mission is to deliver ICT services and achieve leadership in ICT markets through the constant pursuit, in association with our clients and partners, of superior levels of service, efficiency and quality. The pursuit of our mission will in turn lead us towards our vision of being the highest quality and most profitable owner and operator of the world's top ICT businesses, based on strategic focus in five key areas.

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CHAPTER 2

ORGANIZATION

2.1 Introduction

Modern sophisticated machineries and highly qualified and skilled professionals are the main instrument for this **"Anis IT Corporation"** success. In this report we have gone through the overall IT policies and practices of "ANIS IT Corporation" & IT functions like Training, Software Development, Corporate Networking & Server Support, IT Products Sales & Support, and Domain & Hosting etc. Without it Employee Relation are very systematic and legal. **"Anis IT Corporation"** always tries to recruit efficient candidates for the vacant position. They provide IT training, Corporate Training, Advanced Training etc.

2.2 List of Product's

- Training the students of Professional Courses.
- Maintain & Convince the Corporate Clients and Students.
- IT Marketing (Online & Offline).
- Corporate IT Set Up & Support.
- Laptops & Notebooks: Asus, HP, Dell, Lenovo.
- Desktops: Asus, Acer, HP, Dell, Dell All in one, Asus All in one.
- Monitor: Asus, LG, Samsung, Dell, HP, Philips.
- Software & Antivirus: Adobe, Antivirus's, Customize Software, Microsoft.
- Security & Surveillance: Access control, Attendance Device, CCTV Camera.
- Networking Product: Cable, Switch, LAN Card, Modem, Router.
- Printer & Scanner: Cartridge, Printer All Brand, Scanner All Brand, Toner.

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2.2.1 Information Technology Related I Work on

- In **"Anis IT Corporation"** organization employee and student problem solving and solutions.
- Hardware and network problem solutions.
- Printer and scanner installation troubleshooting share maintaining both Desktop and Laptop.
- IT Marketing (Online & Offline).
- Marketing is more important for a company. We are not also exceptions of it. Our company also marketing their products and services online or offline. We also help and support to do online and offline marketing for this organization. I use Facebook Page, YouTube Channel for marketing.
- Maintain & Convince the Corporate Clients and Students.
- Maintain the Visitor or Client who is visiting our organization. I offer IT courses to the visitor and try to concealing them. Without it I also convince the corporate client by over phone or visiting physically door to door. Also, convince the existing students to do more courses in our organization. I also update the corporate clients, visitors and student database.
- Installing and configuring computer hardware, software, systems, networks, printers and scanners.
- Monitoring and maintaining computer systems and networks.
- Responding in a timely manner to service issues and requests.
- Providing technical support across the company (this may be in person or over the phone)

2.3 Target Group

The visions for **"Anis IT Corporation"** are to have a sustainable growth in terms of output and quality and to make a significant contribution towards the betterment of the workforce in the company. It is engaged with strategic marketing process which involves building customer relationships by creating and delivering superior customer value aiming to produce high customer equity. It create successfully and efficiently blending skilled people, resources, organizational structure and decisions for implementing strategies at all levels. This organization

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is continuously creating innovative idea to its very step of operation to add distinctiveness and competitiveness to the products and services.

2.4 SWOT Analysis

Fig. 2.4.1 SWOT Analysis

Strengths

- Our Organization also gives us a sense of control and allows for increased productivity. It is Bangladeshi brand Company and built upon a good reputation for service and product.
- We can give better business service for other company very carefully.
- Our company respected employers that value its workforce is good.
- Our Organization has strong moral values and moral mission statement.

Weaknesses (negative points)

- High level of resistance and adaptability to changes.
- Gaps in the organizational leadership.
- Motivational problems of the staff.
- Limited levels of the individual abilities.

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- The stress and the difficulties to process them.
- Lacks in the social abilities and training.

Opportunities (positive elements)

- Our company business sector is developing and with many future opportunities for success.
- Our opponent may be slow to take up new technologies.
- Sometime many companies want to take help from our company.
- Our company create new technology product and sometimes offer good job opportunities for expert engineers.

Threats (negative elements)

- Take on high levels of risk.
- Changes of the real estate positioning environment.
- Changes in the real estate market.
- Changes of the potential buyers´ preferences.

2.5 Organization Structure

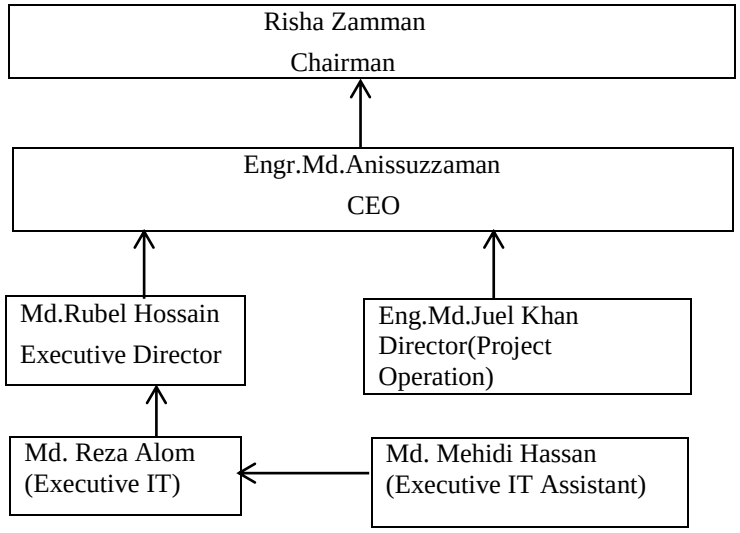

Figure: 2.5.1 Organization Structure.

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CHAPTER 3

Tasks, Projects and Activities

3.1 Daily Task and Activities

My office starts at 9.00 AM and close at 6.00 PM. In this time I do many others work daily ration maintained.

- I am training of Microsoft office course, computer graphics course and basic computer networking course.
- I am also maintain & convince the corporate clients and students.
- Analysis Last day works and if I do any mistake here tries to solve with senior IT engineer.
- Perfectly I want to try gives various IT support in Assurance Corporate project company.
- Solve many others hardware problems in our company.
- Create and Maintain some IT System Support Documentation.
- When I fall any problem I don't be haziness and as soon as possible co-operate senior IT engineer with me.

3.2 Events and Activities

Internship program provides students with guaranteed internship placement with a premier event planning internships. The entire placement process, as work with an Internship Coordinator as they assist in revising resume, before scheduling interviews with our large network of event planning companies. Before I begin the placement process, I must first apply and be accepted to a program and city to begin.

Event Planning Internships offer an experience which entails a variety of responsibilities. These responsibilities include supporting all facets of planning events such as parties, ceremonies, competitions, or conventions for clients big and small. The experience that I'll gain from an Event Planning Internship can be as varied as the events themselves.

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3.3: Project Task and Activities

When we get the order for setup the network with computer accessories then our boss tell, me how to complete this project and I also describe the steps to complete the project.

Step-01 : Create the Network Diagram.
Step-02 : Buy the IT Products.
Step-03 : Assembling the Hardware Items
Step-04 : OS Setup & Software Installation
Step-05 : Bring the products by transportation in project site.
Step-06 : Setup the Products in Desk.
Step-07 : Setup the Channel and Cabling for Connectivity
Step-08 : Configure the Router (WAN & LAN)
Step-09 : Printer Sharing on a Networ
Step-10 : Handover the Project.

Step-01: Create the Network Diagram.

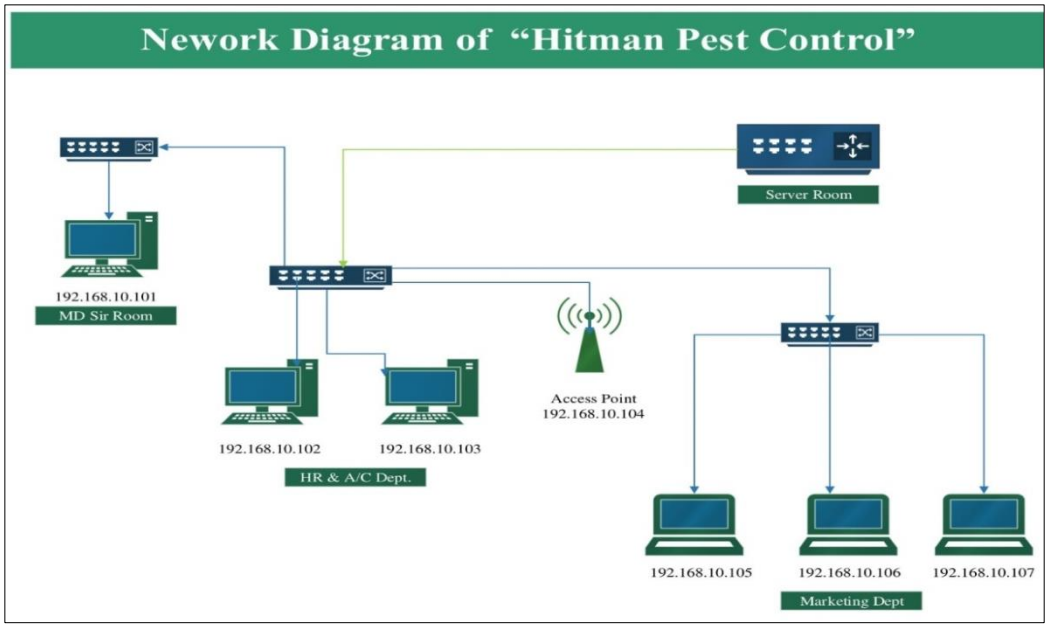

Fig. 3.3.1 Network Diagram

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First, we create the Network Diagram, which we will follow to create the Corporate Office Network. There was 6 PC (s) in 3 Rooms.

01. Managing Director's Room
02. HR & A/C Dept. &
03. Marketing Dept.

We enlisted the following IT Accessories for doing this network setup.

01. Desktop PC – 03 Pcs
02. Laptop – 03 Pcs
03. Router – 01 Pcs
04. Switch – 03 Pcs
05. Access Point – 01 Pcs
06. Channels for Cable dressing
07. Cables & Connectors
08. Printer

Step-02: Buy the IT Products

For Office Network setup purpose, we need to buy these following products.

01) Clone Desktop PC

a. Motherboard: Gigabyte H310M DS2V
b. Processor: Intel Core i5 8th Gen 8400
c. RAM: 8 GB DD4-2400 MHz
d. HDD: Toshiba 1 TB 7200 RPM
e. DVD Drive: Samsung Internal DVD Drive
f. Monitor: Dell E1916HV 18.5 Inch
g. A4 Tech Keyboard & Mouse
h. Power Supply with Casing

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Fig. 3.3.2 Clone Desktop PC

02) Laptop

- HP Probook 440 G5
- Intel Core i3 2.40 GHz, 3M Chase
- RAM-04 GB DDR4, HDD-01 TB
- 14 Inch Backlit LED Display

Fig. 3.3.3 HP Laptop

03) Router

D Link DIR-882 EXO AC2600 MU-MIMO Wifi Router

- 1 Gigabit WAN; 4 Gigabit LAN
- 10 x 7 x 1.75 inches
- Frequency: 2.4 GHz / 5 GHz

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Fig. 3.3.4 D-Link Router

04) Switch (5 Port)

D-Link DES-1005 C 5 Port 10/100M

- Speed: 10/100Mbps
- Interface: Five 10/100 Mbps LAN
- Dimensions: 87 x 47.85 x 21.7mm

Fig. 3.3.5 D-Link Switch

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05) Access Point

TP-Link TL WA901ND 450 Mbps Wireless N Access Point

- Interface: One 10/100M LAN Port
- Frequency: 2.4-2.4835GHz
- Power: <20dBm

Fig. 3.3.6 TP-Link Access Point

06) Channel with Cable Dressing

Fig. 3.3.7 Channel

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Fig. 3.3.8 Cable Dressing

07) Cable & Connector

Cable:

D-Link Cat 6 Cable 305 M (Copy)

- PE insulation
- PE central cross
- FR PVC/LSZH Jacket

Connector:

AMP Cat 6 RJ 45 Cable Connector

- Plug Type RJ-45
- Conductors 8
- Material 3U Golden Cooper

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Fig. 3.3.9 Cat-6 Cable

Fig. 3.3.10 Connector

08) Printer

HP LaserJet P2035

- Mono Printer - Perfect for 3 to 10 users
- Print Only
- Paper Size - A4
- Connectivity - USB only
- Print speeds of up to 30 pages per minute on letter-sized paper

Fig. 3.3.11 Printer

Step-03-07: All Setup until Start the PC

We assemble all the desktop pc(s) and set the following software with OS.

Operating System

Windows 10 64 Bit Professional Version

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Software Lists

- MS Office 2016
- Adobe Photoshop CS6
- Adobe Illustrator CS6
- Adobe Reader
- Adobe Flash Player
- Bijoy Bayanno 2016
- Mozilla Firefox
- Internet Download Manager 6.21
- Team Viewer 13
- Winrar 64 Bits

We take all the IT Accessories by transport and setup in desk with channel, Straight Thorough Cabling with RJ-45 connector for Internet Connection. The Straight cabling sequence is given below:

After setup all the devices and cabling we give IP (Internet Protocol) all the PC(s), Laptops, Router & Access Point that is given in Network Diagram

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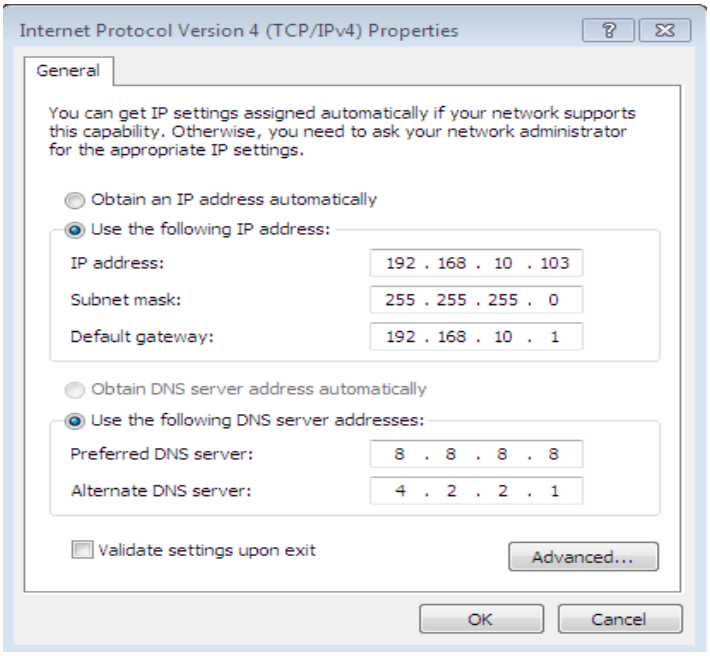

Fig. 3.3.12 Assign IP Address to PC

Step-08: Configure the Router (WAN & LAN)

1) We Establish the Physical Connection
    a. Cat 6 Cable from ISP in Router's WAN Port
    b. External LAN cable connected with Laptop for configuration purpose.
2) Give an IP manually which is given in below:

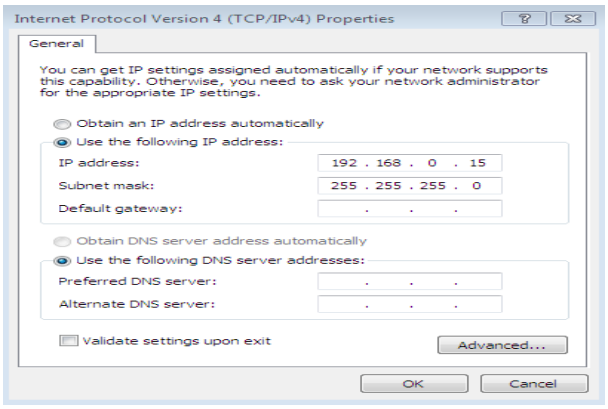

Fig. 3.3.13 Assign IP Address to PC

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3) Check the Connectivity of router by Ping Command.
   a) Press Windows Button + R
   b) Type “cmd” and Press Enter.
   c) In Black Screen/Console type “ping 192.168.0.1 –t”

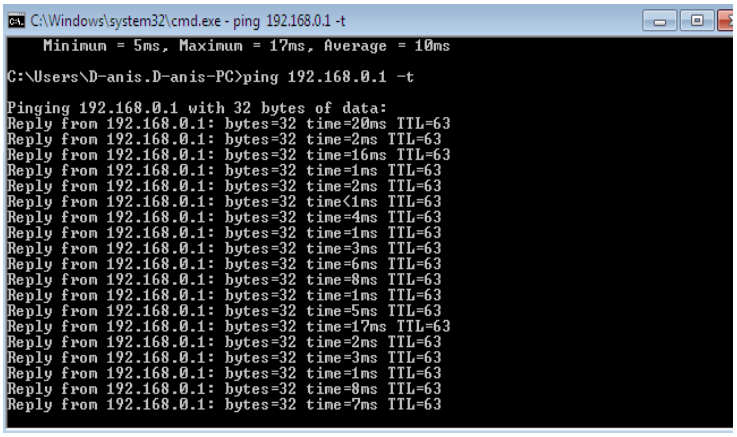

Fig. 3.3.14 Connectivity of router by Ping Command

   d) Go to Browser and type “192.168.0.1” and Press Enter. Type the Username: admin and Password: password.

Fig. 3.3.15 admin and Password

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a) Go to Setup Option>Internet Setup and do the following things.

   a. Protocol: Static IP
   b. WAN IP Address: 103.36.100.235/27 (From ISP)
   c. WAN Subnet Mask: 255.255.255.224
   d. Default Gateway: 103.36.100.225
   e. Preferred DNS Server: 8.8.8.8
   f. Alternative DNS Server: 8.8.4.4
   g. Click “Apply” and “OK”.

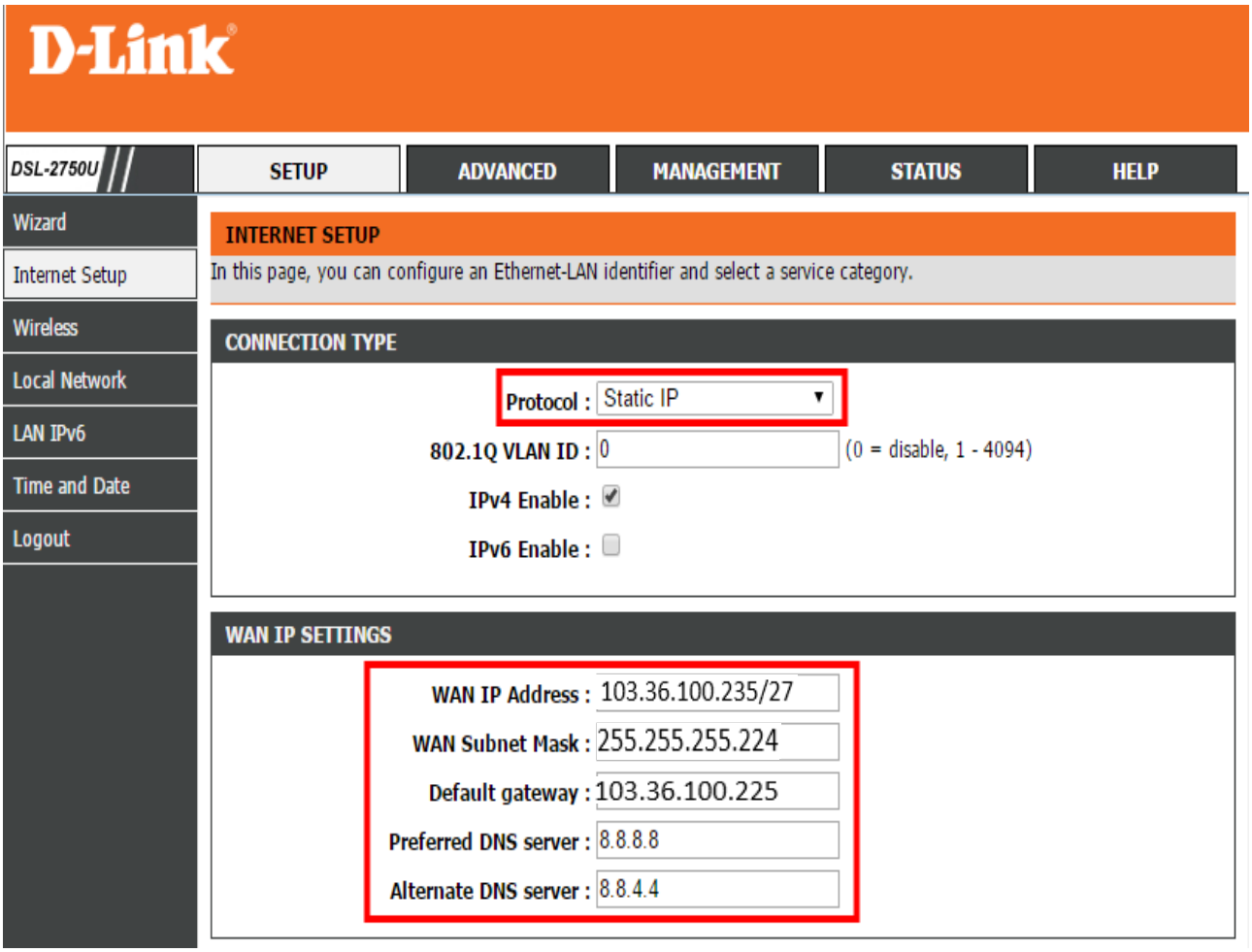

Fig. 3.3.16 Setup Option

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b) After that, We go Setup>Network Setup and fixed the LAN address by doing the following things.

a. My LAN Connection : Static IP
b. IP Address: 192.168.10.102
c. Subnet Mask: 255.255.255.0
d. Gateway Address: 192.168.10.1

Fig. 3.3.17 IP Setup

c) Set the SSID & Wi-Fi Password.

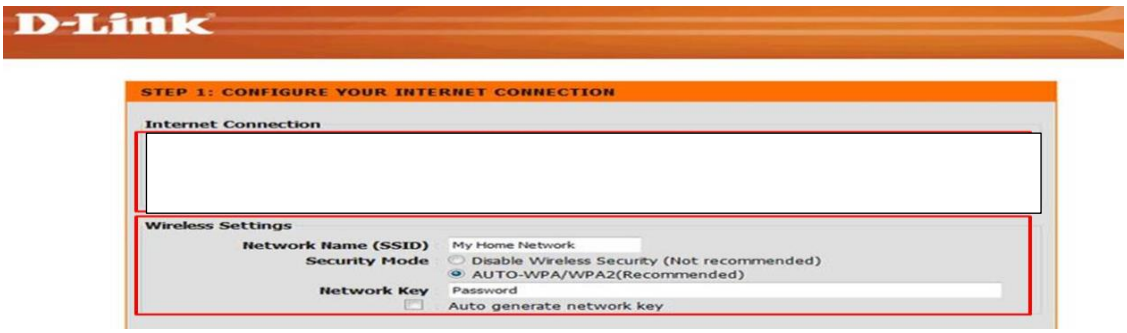

Fig. 3.3.18 Network Key

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d) Step-09: Printer & File Sharing on a Network

Printer Sharing on a Network (From Server PC)

1) Install the HP Printer on a PC which IP is 192.168.10.102
2) After we go Control Panel>Device & Printer>

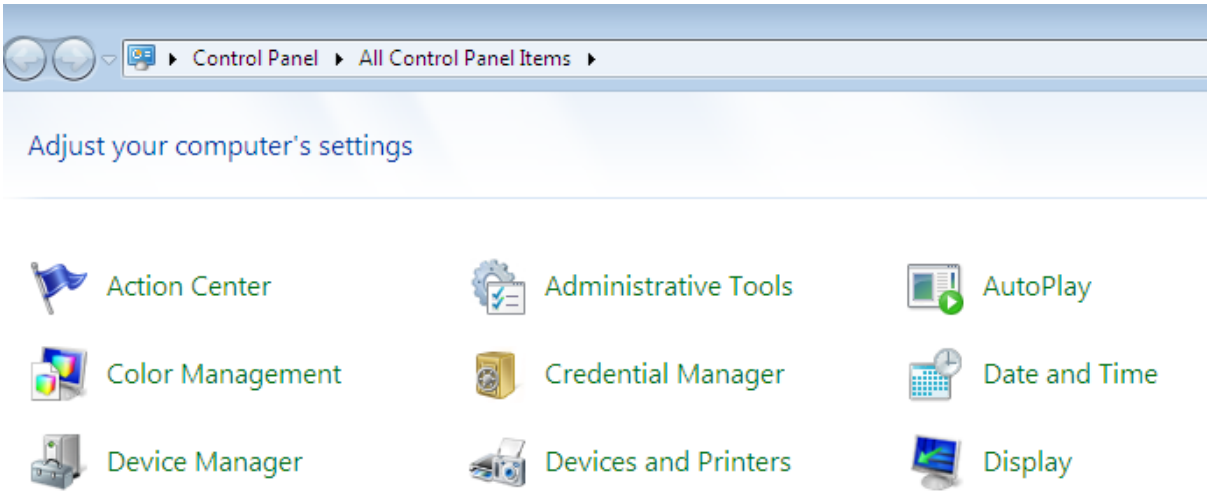

Fig. 3.3.19 Control Panel

3) Select that printer, click the right button of mouse, and go "Printer Properties".

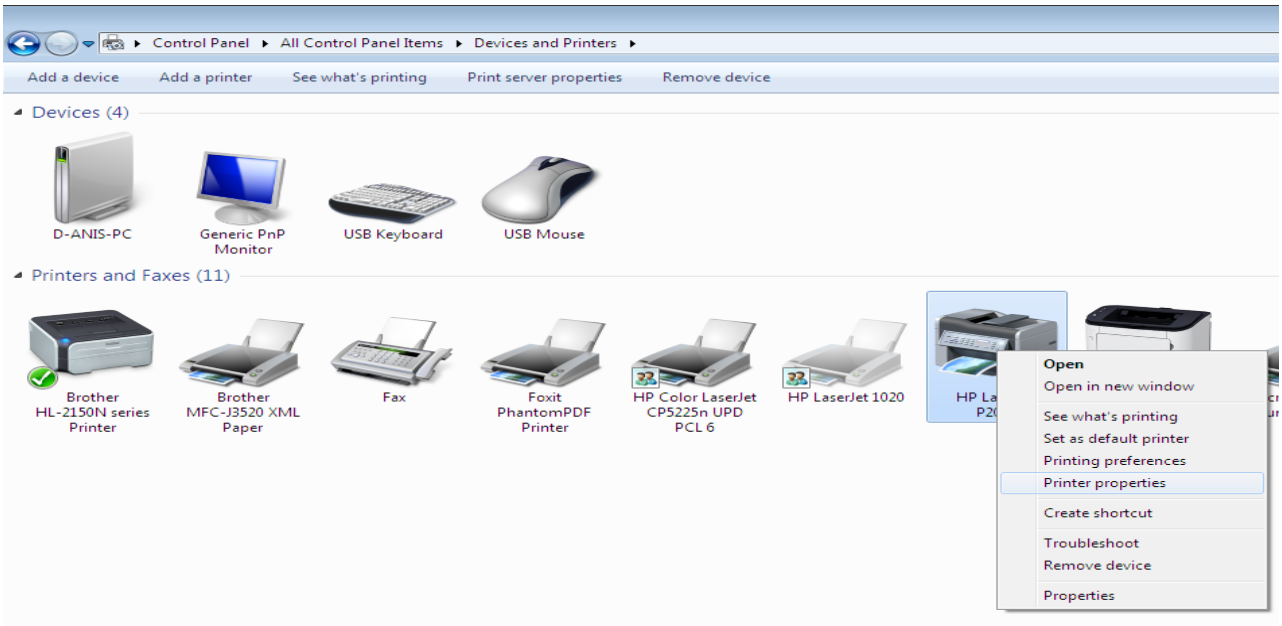

Fig. 3.3.20 Printer Properties

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4) After that from “Port Tab” do these thing

   a. Mark in “Share this printer” Option

   b. Mark “Render print jobs on client computers”.

5) Then “Apply” & “OK”.

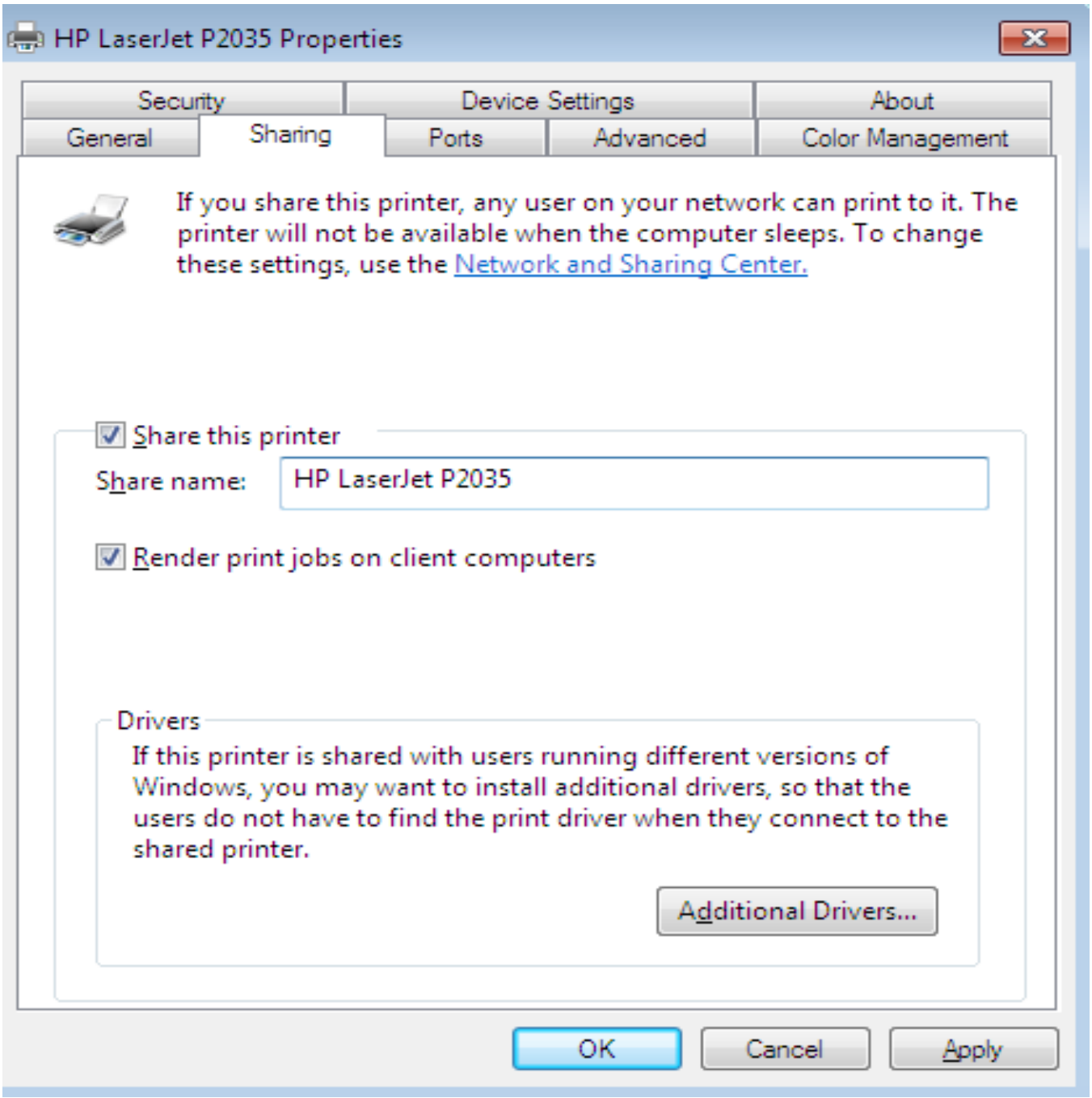

Fig. 3.3.21 Printer Sharing

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6) After that we go Control Panel>Network & Sharing Center>Advanced Sharing and do the all the following things in Home, Private & Public Network.

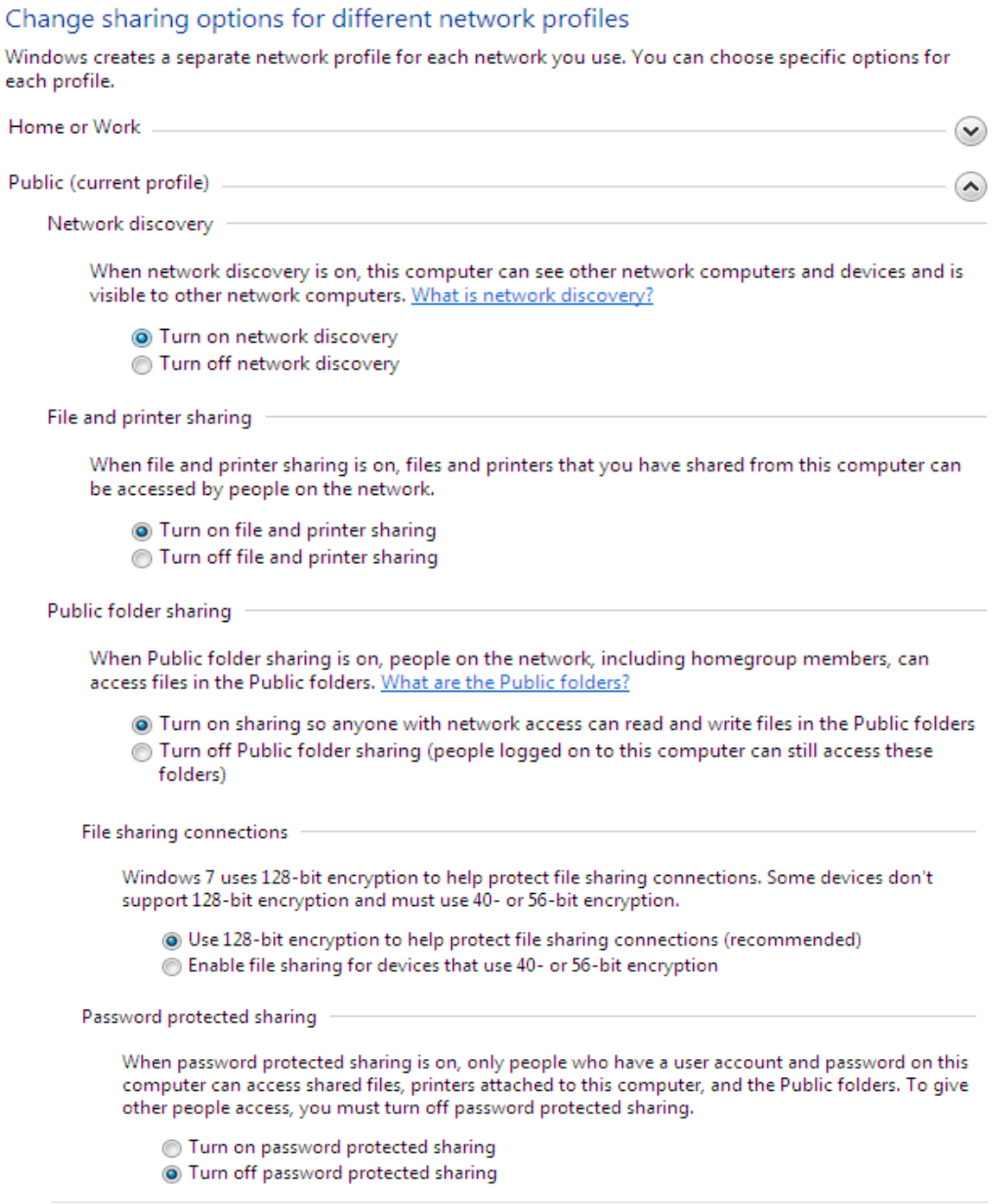

Fig. 3.3.22 Change Sharing Option

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Printer Sharing on a Network (From Client PC)

7) First, do same thing of client PC from Control Panel>Network & Sharing Center>Advanced Sharing and do the all the following things in Home, Private & Public Network.

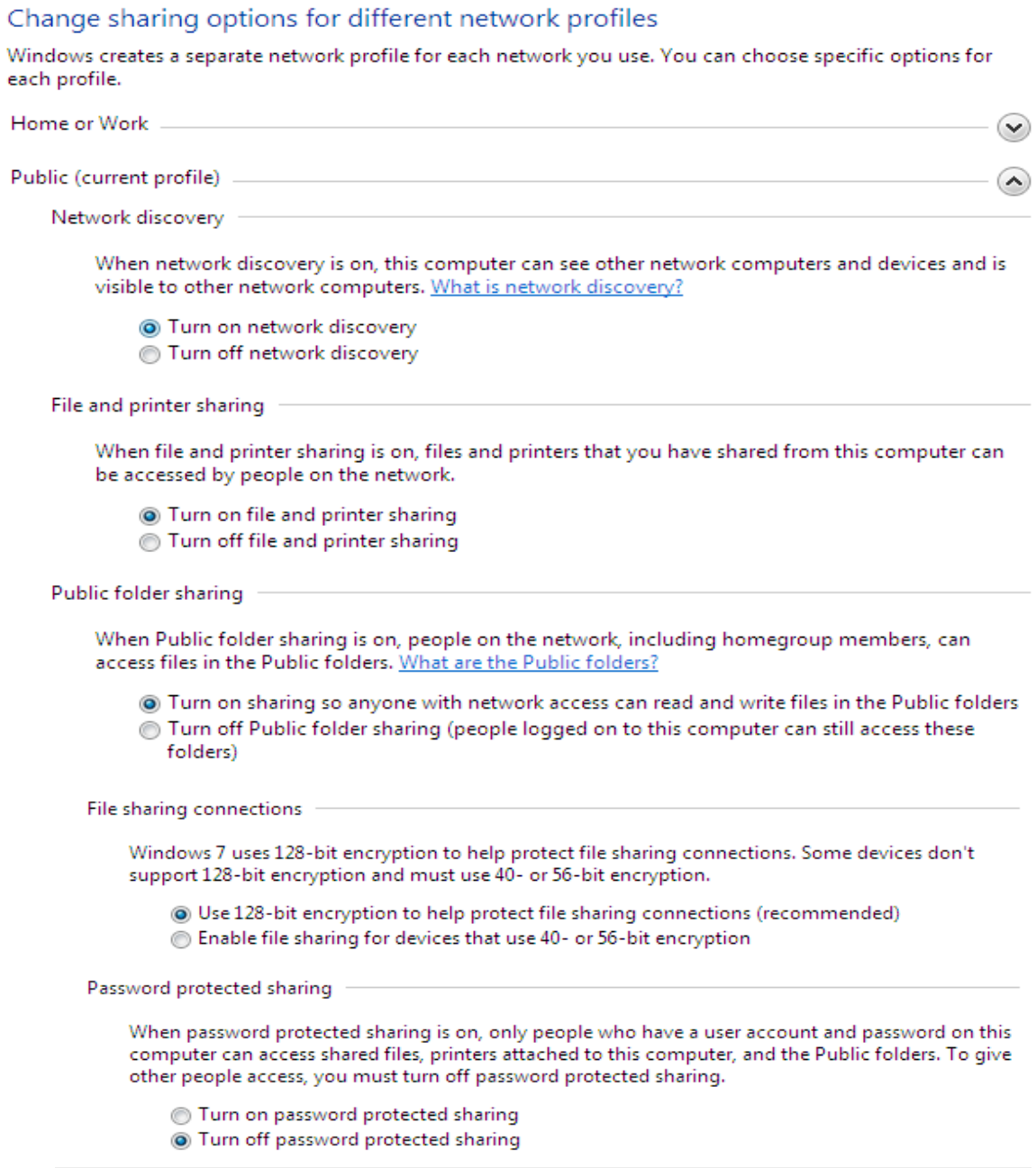

Fig. 3.3.23 Printer Properties

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1) Press Windows Button+R
2) type “\\192.168.10.102” and press Enter

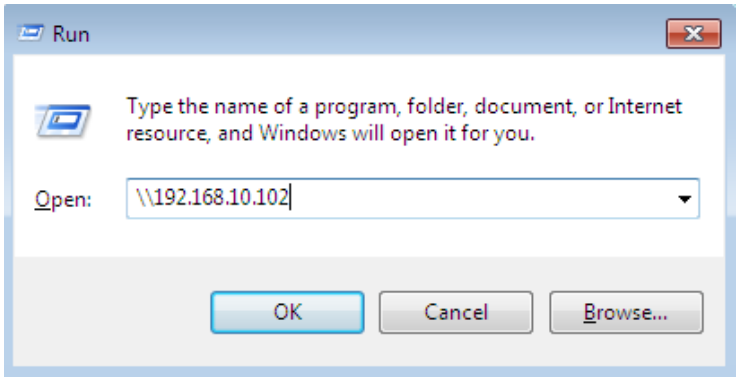

Fig. 3.3.24 Run Option

3) Then Click the right button and “Connect”

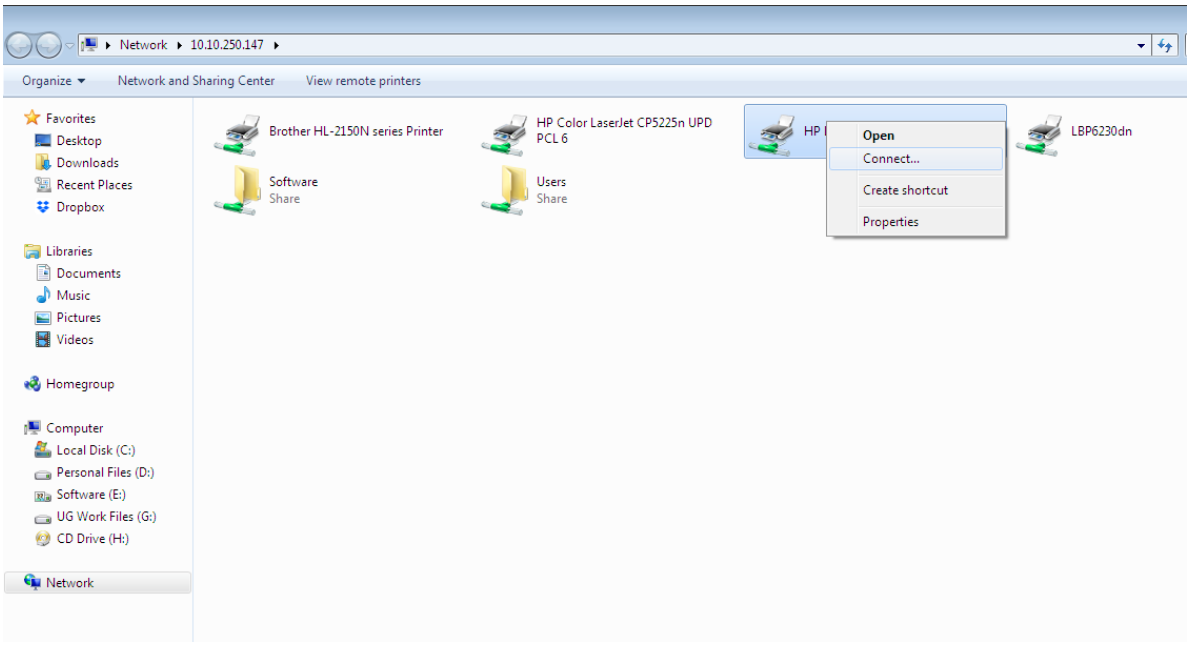

Fig. 3.3.25 Connect Printer

Step-10: Handover the Project.

Finally, we do the office-networking project and handover according to their requirement and get lots of experience.

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3.4 Challenges

In today's world finding a job is very tough challenges. Now job seekers are more than job field. As Linux and MikroTik has also many job sector. But it only gives job those people who really deserve it. and of course it's the corporate world problem. There are more than 11,000 Linux related jobs now a day. and the percentage is growing every year. But having a good skill in Linux and MikroTik one can find a job in Linux and MikroTik. The demand of job in Linux and MikroTik is increase day by day. So it's a challenge to buildup one career in Linux and MikroTik. But the experience and skills help one to get a good job. After taking the internship I may have a Linux and MikroTik related job.

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CHAPTER 4

Competencies and Smart Plan

4.1 Competencies Earned

Competencies Earned or learning outcome is a statement of what a learner is expected to know, understand or be able to do as a result of a learning process. Install and decommission of both network and server machines at two datacenters. The Student Association office funds many student Intern Learning Outcomes: Gathering and organizing information into an Internship Project Description: Learning Outcomes Install & Configure software and upgrades; Install, configure & test network Employer Services. Furthermore, consistent with the learning outcomes, the Internship On-Site Supervisor will provide an orientation concerning organizational policies and procedures.

4.2 Smart Plan

Many companies should have a smart plan to succeed. Originally, make a smart plan to make something simple. Its help to improve the future of the company.

4.3 Reflections

"Anis IT Corporation" is one of the renowned and fast growing IT in Bangladesh Established in 2017. The company has a very good training facility. It has been launching new and innovative idea in the Bangladeshi IT industry. The company gives various facilities such as Professional IT course training such as MS Office, Graphics Design, Hardware Engineering, Professional Networking, Cisco Certified Network Associate (CCNA R & S), MikroTik Certified Network Associate (MTCNA), Windows Server, Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) etc. Without these training facilities they also provide Networking & Server Support, IT Products supply, Domain & Hosting reselling, Corporate IT Training etc. It has more than team member to manage all that services.

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Chapter 5

Conclusion and Future carrier

5.1 Discussion and Conclusion

I take my Internship in Anis IT corporation in IT sections. Its help us to improve my carrier. There are a lot of company in our country that have a lot of opportunity to work in computer networking I am proud for Anis IT corporation in IT section.

5.2 Scope for Future Career

I have a plan to study on the following topics in future I can work position in any organization in IT section. I work in the station is very hard working in my internship Period. I try to my best opportunity on the **Anis IT Corporation** in IT section. I think that I have more study in IT and I work the IT section in Future.

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APPENDICES

Appendices A: Internship Reflection

The primary goal of my internship in a way professional setting, the real solution to real-world problems is to apply the knowledge acquired in the classroom. In this internship its help to improve my skill and acknowledge this is the good for me.

Appendix B: Company Detail

Head Office Address:

192/2 (6th Floor), Middle Paikpara, Ansar Camp, Mirpur, Dhaka-1216
Branch Office Address:
426 (3rd Floor), Mukto Bangla Shopping Complex, Mirpur-01, Dhaka-1216
E-mail: anisbcse@gmail.com
Website: www.anisitcorpuration.com
Mobile: 01923 897 035, 01614 097 486

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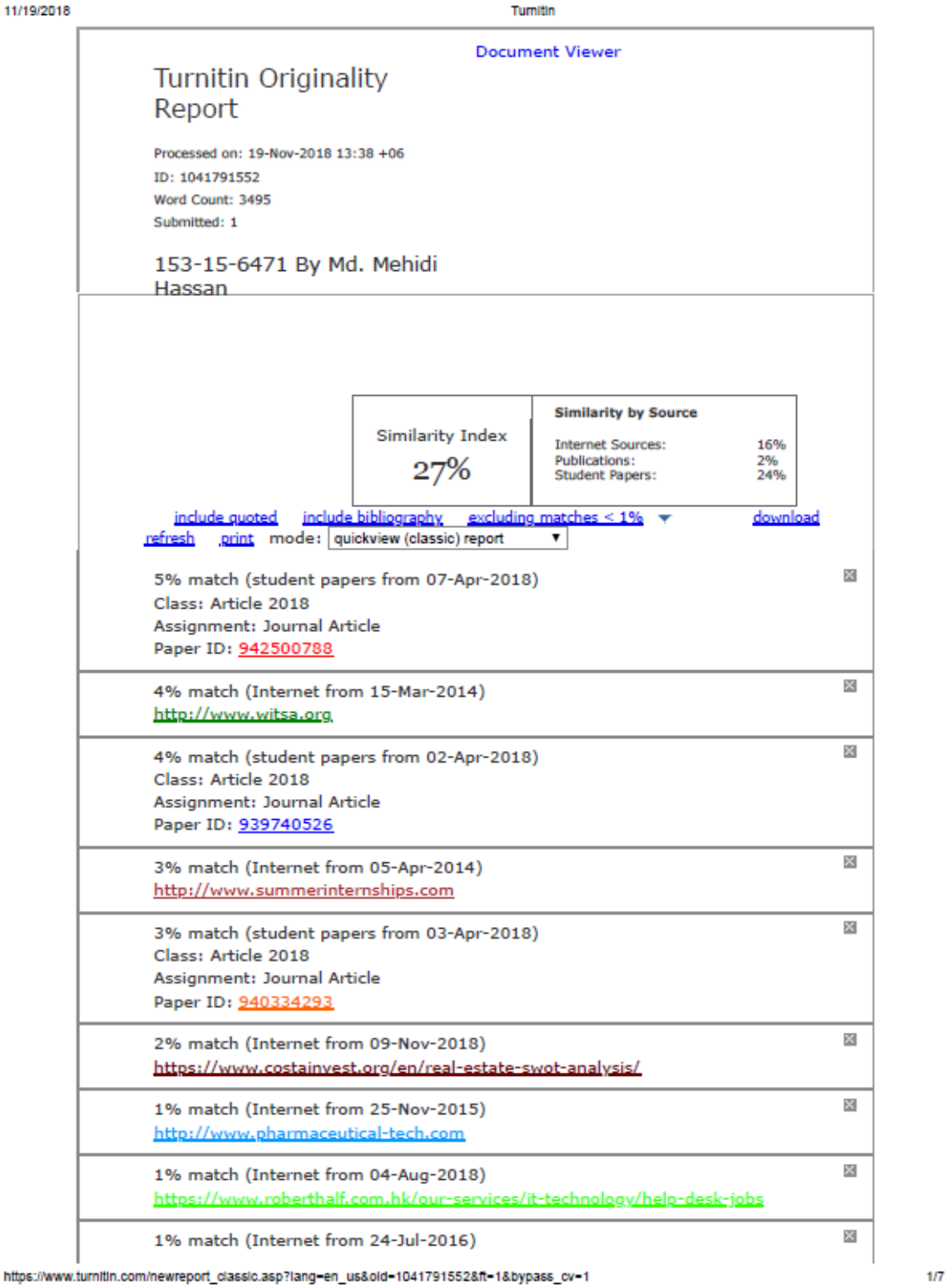

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