

## PERSONAL INFORMATION

## Md. Saizul Amin



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🌐 <https://www.saizul.com/>  
🌐 <https://bd.linkedin.com/in/saizulamin>

Sex Male | Date of birth 12/05/1998 | Nationality Bangladeshi

## WORK EXPERIENCE

May 2025 – Present

## IT Officer

KIV

**Address:** House No: 75, Block B, Road - 04 Niketan, Dhaka 1212..

**Mobile:** +880 1719-566748

**Email:** [info@kiv.com.bd](mailto:info@kiv.com.bd)

**Website:** <https://kiv.com.bd/>

**Main activities and responsibilities:**

- Website development, maintenance, and performance optimization
- Search Engine Optimization (SEO) strategy planning and implementation
- Technical SEO audits, error fixing, and site indexing management
- Social media strategy, content planning, and campaign optimization
- Google Ads, Facebook Ads, and other paid marketing campaign management
- Digital analytics monitoring using Google Analytics, Search Console, and other tools
- Project management, task delegation, and client communication
- Technical support for IT systems and troubleshooting software/hardware issues
- WordPress customization, plugin management, and security enhancement
- Content writing, keyword research, and on-page optimization
- Managing cloud-based tools, email systems, and digital infrastructures
- Coordinating with cross-functional teams for marketing and development projects
- Maintaining IT documentation, reports, and workflow updates
- Providing consultancy for business websites, branding, and digital growth

May 2023 – Feb 2025

## Junior IT Consultant

**Management Information System (MIS), Directorate General of Health Services (DGHS)**

**Parent organization:** Ministry of Health and Family Welfare

**Address:** Mohakhali, Dhaka, Bangladesh.

**Mobile:** 16263

**Email:** [info@dghs.gov.bd](mailto:info@dghs.gov.bd)

**Website:** <https://dghs.gov.bd/>

**Main activities and responsibilities:**

- Implementing a technological solution to meet business needs.
- Providing advice on technology best practices.
- Producing detailed reports on the efficacy of the technology.
- Diagnosing IT system problems, inefficiencies, and weaknesses.
- Develop agreed solutions and implement new systems.
- Organise training for users and other consultants.
- Monitoring ICT Equipment Distribution and Tracking System.
- Provide Technical Support to All private clinic, hospital and diagnostic centre in Bangladesh.
- Provide and solve login issue for All private clinic, hospital and diagnostic centre in Bangladesh.
- Activated new registered account for private clinic, hospital and diagnostic centre in Bangladesh.
- Provide Technical support for ICT Equipment Distribution and Tracking System to all govt. facility in Bangladesh.
- Manage and identify problem on Local Health Bulletin.

- Support to senior IT Consultant in DGHS.
- Designing and developing Shared Health Record information website.

**June 2024 - present** Virtual Assistant, Web Developer, SEO Specialist (Remote)

### UNIQUE MARK LIMITED

**Address:** 5A Cobalt Square, 83 Hagley Road, Birmingham, B16 8QG, United Kingdom

**Email:** [contact@uniquemark.co.uk](mailto:contact@uniquemark.co.uk) | Tel: +44 7837 800628 |

**Website:** [www.uniquemark.co.uk](http://www.uniquemark.co.uk)

#### Main activities and responsibilities:

(Unique Mark Limited, SkillsUp Training, B1 Test Birmingham, Free Eco Grants, BCCD, Deshi Scaffolding)

- WordPress website development, redesign, maintenance, and performance optimization
- Creating, updating, and managing web pages, landing pages, blogs, and service sections
- Uploading courses, course details, pricing, lessons & e-learning resources (LMS)
- Managing booking systems, test schedules, exam dates & inquiry handling
- Developing and updating donation modules, payment integrations & lead forms
- Creating SEO-optimized content for UK-based education, visa, grant & construction niches
- Running complete SEO campaigns — On-page, Off-page & Technical SEO
- Managing Google Business Profile & improving local ranking
- Website speed optimization, caching, minification & server improvements
- Adding new projects, schemes, success stories & client portfolios on websites
- Monitoring website analytics using GA4, Search Console & heatmaps
- Handling hosting management, DNS setup, SSL, backups & site migration
- Designing user-friendly landing pages for lead generation and conversion improvement
- Uploading scaffolding projects, images, pricing updates & technical descriptions
- Managing AI-based content generation for blogs, landing pages & marketing materials
- Creating professional graphics, banners, templates & ad creatives
- Maintaining full website security, plugin updates & version control
- Improving UI/UX across mobile, tablet & desktop devices
- Handling customer inquiries, form submissions, CRM integrations & automation
- Coordinating with management teams for regular updates & technical tasks
- Ensuring accuracy, consistency & branding across all websites

**Oct 2024 – Present** IT Specialist (Remote)

### GREEN FUND INITIATIVE INC

**Dhaka Office:** Road 7, Block #G, House, 35 D Road, Dhaka 1213

**Head Office:** 1655 Paulding Ave, Bronx, NY 10462, USA.

**Phone:** +1 929 247 6585.

**Email:** [info@greenfundi.org](mailto:info@greenfundi.org)

**Website:** [greenfundi.org](http://greenfundi.org)

**EIN-** 92-3830113

#### Main activities and responsibilities:

- Optimize overall website performance and loading speed
- Build, design, and maintain all WordPress-based websites
- Develop and update complete Donation System Modules
- Integrate and configure payment gateways for online donation processing
- Add all new organizational projects to the website with proper formatting and structure
- Ensure cross-browser compatibility for all pages and donation forms
- Perform back-end development, server maintenance, and database updates

- Debug website issues, technical errors, plugin conflicts, and API failures
- Test all web applications (donation modules, forms, dashboards) for accuracy and performance
- Maintain and update site content, pages, blog posts, events, and project details
- Manage content creation, editing, and publishing workflow
- Ensure responsive design and smooth user experience across all devices
- Troubleshoot hosting, DNS, email, SSL, and website security issues
- Implement website improvements based on analytics and performance testing
- Collaborate with management to execute technical requirements efficiently
- Maintain regular backups, updates, and version control for all digital assets

**May 2023 – Present**

### **IT Officer (Hybrid)**

#### **Women's Environment and Development Organization (WEDO)**

**Address:** House 35D, Road No.7, Banani, Dhaka 1213

**Mobile:** +880 1711-048310

**Email:** [wedobangladesh@yahoo.com](mailto:wedobangladesh@yahoo.com)

**Website:** <https://wedobd.net/>

#### **Main activities and responsibilities:**

- Maintain and manage all IT systems, networks, servers, and office technology infrastructure
- Provide hybrid (onsite + remote) technical support to all staff members
- Install, configure, and update hardware, software, operating systems & security tools
- Monitor and maintain computer networks, Wi-Fi systems, routers, switches & LAN/WAN
- Diagnose and troubleshoot hardware, software, and connectivity issues quickly
- Prepare detailed IT reports, troubleshooting logs & system documentation
- Manage IT assets, license renewals, warranties & procurement records
- Ensure data protection, cybersecurity practices, backup management & secure storage
- Handle email system setup, domain configuration, hosting & server monitoring
- Provide IT support during meetings, training, events & online sessions
- Update and maintain the official WEDO website, content uploads & design fixes
- Monitor website performance, security, uptime, and user experience
- Assist senior management in developing IT policies, digital workflow & strategy
- Implement new technologies, tools, automation, and system improvement plans
- Maintain office IT equipment including printers, scanners, CCTV & video conferencing tools
- Train employees on IT tools, software usage, cybersecurity awareness & digital best practices
- Manage vendor communication for IT purchases, repairs & service agreements
- Ensure smooth digital communication between remote and onsite teams

**Jan 2021 – May 2023**

### **Technical Support Engineer, Head of IT**

#### **Women's Environment and Development Organization (WEDO)**

**Address:** House 35D, Road No.7, Banani, Dhaka 1213

**Mobile:** +880 1711-048310

**Email:** [wedobangladesh@yahoo.com](mailto:wedobangladesh@yahoo.com)

**Website:** <https://wedobd.net/>

#### **Main activities and responsibilities:**

##### **Technical Support Engineer-**

- Attend in-person meetings with clients to analyze, troubleshoot and diagnose hardware problems
- Actively update, maintain and monitor all aspects of computer networks
- Install and configure computer systems and applications within the company
- Respond to customer inquiries and assist in troubleshooting and resolving challenges
- Complete detailed reports listing requests to technical assistance, steps taken to resolve them, and the specific dates/individuals involved
- Assist management in creating training materials pertaining to computer troubleshooting and usage
- Act as the initial point of contact for all computer and system related concerns from clients or other employees
- PC Hardware Installation Troubleshoot.
- Organize and file documentation pertaining to warranties and instructional guides for computer hardware

##### **Head of IT-**

- Observe and assess all technological activities (such as network security) in line with predetermined objectives.
- Create and execute IT policies and systems to aid in the execution of the top management's strategic plans.

- Assess each department's business needs to identify what technology is required.
- Buy technology products and software that are effective and economical.
- Examine the usage of technology to make sure that it is effective and useful.
- Determine whether updates, reconfiguration, or new systems are required, and then inform management.
- To offer direction, coordinate IT managers and control computer scientists, technicians, and other experts.
- Manage spending and provide reports on it
- help establish connections with vendors and draft economical contracts
- Testing new technology
- Supervising other staff
- Replace parts as required
- Repairing hardware

**Aug 2020 - present**

## Wordpress Web Designer & Newswriter

### The Mail Bd

**Address:** House-102 (2nd Floor), Block-Ka, Road-4, PC Culture Housing Society, Shyamoli, Dhaka 1207, Bangladesh.

**Mobile:** +88-01314-524749

**Email:** [themailbdnews@gmail.com](mailto:themailbdnews@gmail.com)

**Website:** <https://themailbd.com/>

### Main activities and responsibilities:

#### Wordpress Web Designer-

- Create designs and visuals for the website (WordPress)
- Optimising sites for maximum speed and scalability
- Designing engaging and responsive landing pages
- Ensuring website function and stability across devices i.e. desktop, mobile, tablet
- Revise, edit, proofread & optimize web content
- Work with cross-functionally to enhance overall user experience of platforms
- Own various design tasks involved in the web development life cycle from start to finish
- Work with Elementor and WordPress to code and develop new pages and design of the website
- Stay aligned with the company's SEO, SEM and PPC goals and help drive that in alignment with the website and pages

#### Newswriter- (<https://themailbd.com/author/saizul/>)

- Writes news stories for publication or broadcast from written or recorded notes supplied by reporting staff, using computer or typewriter. Reviews and evaluates written or recorded notes obtained from reporting staff to isolate pertinent facts and details.
- Verifies accuracy of questionable facts and obtains supplemental material and additional details from files, reference libraries, and interviews with knowledgeable sources.
- Organizes material and writes story conforming to specified length, style, and format requirements.
- May discuss story length and format with EDITOR, CITY or with PRODUCER and FILM OR VIDEOTAPE EDITOR.
- May write news stories in foreign language.

[Govt. affiliated online portal providing authentic and genuine news since 2015.](#)

**Dec 2019 – Jul 2020**

## Computer Technical Support Engineer & Wordpress Web Designer

### Bioscope Limited

**Address:** House-102 (2nd Floor), Block-Ka, Road-4, PC Culture Housing Society, Shyamoli, Dhaka 1207, Bangladesh.

**Mobile:** +88-01314-524749 , 02-9140602

**Email:** [bioscope.ltd@gmail.com](mailto:bioscope.ltd@gmail.com)

**Website:** <http://www.bioscopeltd.net/>

### Main activities and responsibilities:

#### Computer Technical Support Engineer-

- Administer & Manage Active Directory Server, File Server, Web Server, Database Server, Mail Server, Bit Defender and Kaspersky Security Centre.
- Troubleshooting all IT relevant issues of user requirements in different OS like Windows7, Windows8, Windows 10, Mac OS and Linux.
- Updating inventory of all hardware, software, networking components and maintaining proper documentation. Maintaining software for daily use.

- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the university
- Ensure security of data, network access and backup systems
- Identify problematic areas and implement strategic solutions in time
- Perform any other job as assigned by the university authority from time to time.
- Install, configure, test and maintain operating systems, application software and system management tools in Desktop & Laptop.

Sept 2017 – Nov 2019

**Digital Marketing Expert****Digitech Computers**

**Address:** Shikder Monjil, 2nd Floor, 207/2 West Kafrul, Taltola Begum Rokeya, Shameem Sharani, Dhaka 1207

**Mobile:** +88-01711-922229

**Email:** [info@digitech.com.bd](mailto:info@digitech.com.bd)

**Website:** <https://digitech.com.bd/>

**Main activities and responsibilities:**

- Plans and executes all web, SEO/SEM, database marketing, email, social media, and display advertising campaigns.
- Designs, builds, and maintains our social media presence.
- Measures and reports performance of all digital marketing campaigns and assesses against goals.
- Identifies trends and insights and optimizes spend and performance based on the insights.
- Brainstorms new and creative growth strategies through digital marketing.
- Plans, executes, and measures experiments and conversion tests.
- Collaborates with internal teams to create landing pages and optimize user experience.
- Utilizes strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touch points.
- Identifies critical conversion points and drop off points and optimizes user funnels.
- Collaborates with agencies and other vendor partners.
- Evaluates emerging technologies.

[Computer Business, E-commerce.](#)

**EDUCATION AND TRAINING**

2017 – 2021

**B.Sc. Engineering in CSE****Bangladesh University of Business & Technology (BUBT)**

**Address:** Plot # 77-78, Road # 9, Rupnagar R/A Mirpur-2 Dhaka, Dhaka 1216

**Mobile:** +88-01810-033733

**Email:** [info@bubt.edu.bd](mailto:info@bubt.edu.bd)

**Website:** <https://bubt.edu.bd/>

**Major Course:** Wireless Networking, Network Security, Cyber Security and Digital Forensic, Cryptography, Communication Engineering.

**CGPA:** 3.15 out of 4

2015 – 2017

**Higher Secondary Certificate****Bormi College**

**Address:** Barmi, Sreepur, Gazipur

**Mobile:** +88-01190-129625

**Department:** Science

**COMPUTER SKILLS****Basic Skills**

Typing, Emailing, Online researching, Editing documents, Creating presentations, Creating spreadsheets, Using word processing documents, Completing file and document management, Using basic Microsoft Office applications.

**Graphic Skills**

- Adobe Illustrator (Logo, Branding)

- Adobe Photoshop (Photo Editing, Retouching)
- Adobe Acrobat (PDF Editing & Document Optimization)
- Canva (Advanced) – Social media design, banner, poster, ad creatives, templates
- Figma – UI/UX wireframing, prototyping, interface design
- Wondershare Filmora – Video editing
- Adobe Premiere Pro – Basic

#### Hardware Skills

- Computer assembling, disassembling, upgrading & full system setup
- Hardware troubleshooting for PC, Desktop, Laptop & Server machines
- Printer, scanner, photocopier installation & troubleshooting
- BIOS/UEFI configuration, update and system optimization
- HDD/SSD installation, partitioning, OS boot repair
- Bad sector diagnosis & fixing, full disk health analysis
- Data recovery from corrupted HDD/SSD (Basic to moderate level)
- Power supply, motherboard, RAM, GPU and internal component testing
- Replacing hardware parts (HDD, SSD, PSU, RAM, CPU cooler, etc.)
- Solving overheating issues & applying proper thermal solutions
- Network hardware setup: Routers, Switches, Access Points, LAN setup
- Diagnosing and repairing cable/port/adaptor connectivity problems
- Troubleshooting Operating Systems (Windows, macOS) related hardware conflicts
- Setting up CCTV, IP cameras, DVR/NVR hardware (Basic)
- Maintaining hardware inventory and documentation
- Hardware performance evaluation & upgrade recommendations
- Installing and configuring external devices (Webcams, Graphics tablets, Audio devices)
- Hardware Development, Analysis, and Testing
- Desktop Management Interface
- Network Configuration
- WAN/LAN
- Technical Support and Troubleshooting
- Network Security
- Connecting networks and servers
- Repairing computer parts

#### Software Skills

- All Operating Systems (98, ME, XP, Vista, Windows 7, 8, 10), IOS, Mac OS, Linux
- All MS Office Programs (Word, Excel, Power Point etc.)
- Most of HDD Partition software (Partition Magic, Acronix etc.)
- Most of Antivirus software and others software too.
- Expert hand in using Internet browsing and E-mailing.
- Good experience in Internet and Internet related software's.
- Code Blocks, Visual Studio Code, xampp, Android Studio, Netbeans. And
- Good in troubleshooting all this programs.
- Adobe premiere, Wondershare Filmora
- Software and web development experience
- Go High Level

#### Web Design

- WordPress (Expert) – Theme customization, plugin setup, full website development
- Elementor (Expert) – Modern landing pages, responsive layouts, UI-focused designs
- Wix Website Design (Expert) – Wix Editor & Wix Studio ମିଳିତ full website creation
- Wix SEO, mobile optimization & custom template design
- HTML5, CSS3, JavaScript (Front-end customization)
- MySQL basics – Database integration & website configuration
- UI/UX Design – Wireframing, prototyping, clean layout development
- Figma – Web layout, component design, mockups & prototypes
- Responsive website design for all devices
- E-commerce development (WooCommerce & Wix Stores)
- Cross-browser compatibility testing
- cPanel (Expert) – Hosting, backup, SSL, email & website migration
- Website speed optimization (caching, minify, CDN, compression)
- SEO-friendly website structure & on-page optimization
- Web security basics – Malware protection, firewall setup
- Landing page & sales funnel design
- Integration of tracking tools (GA4, Meta Pixel, Search Console)
- Performance monitoring, UI improvements & debugging

- Creating custom sections, animations, page templates & interactive components

## Programming Language

C, C#, C++, Java

## Digital Marketing

- Search Engine Optimization (SEO) – On-page, Off-page, Technical SEO (Expert)
- Google Ads – Search, Display, Video, Conversion Tracking
- Google Analytics (GA4) – Traffic analysis, behavior tracking, reporting
- Google Search Console – Site indexing, performance monitoring
- Google My Business Optimization (Local SEO)
- Social Media Marketing (Expert) – Facebook, Instagram, LinkedIn, YouTube, TikTok
- Meta Ads Manager – Campaign setup, A/B testing, audience targeting
- Content Marketing – Strategy, planning & high-performance content creation
- Email Marketing – Automation, segmentation & campaign optimization
- Marketing Automation – Go High Level, Mailchimp, HubSpot (Basics)
- Influencer Marketing – Collaboration, negotiation & campaign monitoring
- Mobile Marketing – App promotion, SMS marketing
- Landing Page Optimization – CRO (Conversion Rate Optimization)
- PPC Campaigns – Keyword research, ad copywriting, budget optimization
- Video Marketing – AI-based video ads, reels & social content
- Keyword Research Tools – Ahrefs, SEMrush, Ubersuggest, Keyword Planner
- Market Research – Competitor analysis & trend identification
- Analytics Reporting – Monthly/weekly performance reporting
- SMM Content Calendar Planning
- Website Traffic Monitoring & Performance Evaluation
- Digital Campaign Management across multi-channels
- Remarketing & Retargeting Strategies
- SEO Content Writing (Product pages, blogs, service pages)
- E-commerce Marketing – Product listings, store optimization
- Lead Generation – Organic + Paid strategy building
- AI-powered marketing workflows (using ChatGPT, Gemini, Claude, Perplexity etc.)

## IT applications and support

- Technology diagnostics
- Network support
- Systems administration support
- Security programming
- Server connection and management

## ARTIFICIAL INTELLIGENCE (AI) & PROMPT ENGINEERING SKILLS

### AI Content Creation & Prompt Engineering

- Expert in prompt engineering for generating high-quality text, image and video content
- Advanced ability in generating SEO-optimized long articles, ad copies, scripts, captions and business content
- Skilled at refining AI outputs for accuracy, tone, relevance and branding
- Clear understanding of AI model limitations, optimization methods and ethical usage

### Text-Based AI Tools (Expert)

- Google Gemini
- Microsoft Copilot
- Claude by Anthropic
- Perplexity AI
- ChatGPT (GPT Models)
- AI-based proofreading & rewriting tools

### AI Video Generation Tools (Expert)

- Synthesia
- Veo 3.1
- Sora 2
- Grok Imagine
- Pika Labs
- InVideo
- Kling AI
- Able to create AI-generated ads, reels, corporate videos, explainers and training content

### AI Image & Design Tools (Expert)

- Canva AI
- Meta AI

- Gemini Image Tools
- ChatGPT Image Tools
- OpenArt
- Freepik AI
- Skilled in banner design, product design, social media creatives & AI-photo enhancement

#### AI Productivity & Automation

- Content automation using AI
- AI-assisted research, document writing, email drafting
- Workflow automation for marketing, SEO and web projects
- Ability to integrate AI into business operations for increased efficiency

#### Wordpress Website Design and Developed by me

<https://info.shr.dghs.gov.bd/> and <https://en.info.shr.dghs.gov.bd/> - This is the first time I have developed a government website. This is an information website. Where there will be all the information of "Shared Health Record Bangladesh" project. As far as I know, "Shared Health Record Bangladesh" is a huge project

<https://unicampusglobal.com/> – Australia and Bangladesh-based education consultancy website. Unicampus Global Bangladesh provides expert guidance for Bangladeshi students to study in Australia.

<https://www.b1testbirmingham.co.uk/> – B1 English Test Booking Website (UK). B1 Test Birmingham is your dedicated partner for Secure English Language Test (SELT) preparation.

<https://www.freeecogrants.org/> – ECO Grants Assistance Website (UK). Free Eco Grants helps UK homeowners and tenants access free government funding to improve home energy efficiency.

<https://www.skillsuptraining.co.uk/> – Online training & skill development platform (UK). SkillsUp Training is a modern online learning platform dedicated to helping individuals enhance their professional skills and career opportunities through flexible, high-quality training.

<https://www.pinnacleaiagency.io/> - At Pinnacle AI, we specialize in transforming the way businesses engage with their prospects and clients. Our cutting-edge AI-powered appointment setting solution seamlessly integrates with your marketing efforts to drive efficient, automated communication that delivers results.

<https://themailbd.com/> - One of the most well-known govt. authentic bangla news websites is themailbd.com. Since August 2015, this online news site has been delivering real-time news updates while utilizing the most advanced technologies available.

<https://www.bccd.org.uk/> - The British College of Career Development (BCCD). The British College of Career Development (BCCD) is an esteemed e-learning website dedicated to providing accessible and comprehensive educational solutions for career development. Our mission is to empower individuals by offering a wide range of courses and resources tailored to various industries and professional interests.

<https://www.deshisc scaffolding.co.uk/> Deshi Scaffolding Your trusted partner in elevating construction projects to new heights in Birmingham, UK.

<https://greenfundi.org/> - Green Fund Initiative is a US based non-profit organization striving to create meaningful impact on the climate change affected population living in the hot spots. We implement small and medium scale result-based projects where the project participants are empowered through inclusion in the decision-making process.

<https://wedobd.net/> - Women's Environment and Development Organization (WEDO) is a non-governmental, non-political social development and research organization. It has been working in the field of development and research for over a decade in Bangladesh.

<https://www.navana-petro.com/> - Navana Petroleum Limited is a sister concern of Navana Group and Navana Group is one of the largest private sector groups in Bangladesh and has a strong and distinguished business history.

<https://td-plants.com/> - Top Direct Technical Services is designing breathtaking landscapes in the United Arab Emirates. With our skilled and reasonably priced landscaping services in Dubai,

<https://bioscopeltd.net/> - Bioscope Ltd. is a multidisciplinary consultancy firm for conducting/running multidisciplinary research, applied research, program evaluation in various steps of the various type of organization like NGO & INGO and act as a Service provider, Financial organization, Out Sourcing, Security Service, Non- profit organization, institution, Training centre, Education centre, Importer, Exporter, Manufacturer, Wholesaler, Retailer, Consumer and related organization.

<https://smgolfclassic.com/> - The Steve Mitchell Golf Recruiter USA based Program. A multidimensional master piece that gives any die hard golf fanatic the chance to win some of the best prizes in the region and earn big money! This a golf tournament with its very own affiliate program that will guarantee the 4 TOP Recruiters benefits that are completely unmatched!

<https://golfletix.com/> - Golfletix is modern all in one price comparison and review theme with best solutions for affiliate marketing. This site is only for demonstration purposes.

## PERSONAL SKILLS

Mother tongue(s) Bangla

| Other language(s) | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|-------------------|---------------|---------|--------------------|-------------------|---------|
|                   | Listening     | Reading | Spoken interaction | Spoken production |         |
| Bangla            | Good          | Good    | Good               | Good              | Good    |
| English           | Good          | Good    | Good               | Good              | Good    |

Organisational / managerial skills

- Leadership (currently responsible for a project team of 6 people)
- Time management
- Work-life balance
- Identifying problems
- Effectiveness

Job-related skills

- good command of quality control processes
- Active listening
- Problem-solving
- Customer service

Mind Strength

- Planning capability and analytical ability.
- Excellent communication skill.
- Ability to manage and work under pressure.
- Ability to leading, controlling and self-motivated

## ADDITIONAL INFORMATION

Project

- Restaurant Management System
- Market & Price Monitoring System
- Quiz Game (Desktop application)
- E-commerce System (Academic + commercial)
- COVID-19 Tracker
- Traffic Light Simulation System
- Shared Health Record Bangladesh (Govt.) – Full website development (Bangla & English)
- British College of Career Development (BCCD) – E-learning website & LMS setup
- SkillsUp Training – Online training & course platform (UK)
- Free ECO Grants – UK ECO4 grant eligibility & application website
- Deshi Scaffolding – UK scaffolding service website & local SEO

Seminars

- Career Talk

## Memberships

- Graphics Design
- Media & Public Relationship Secretary at BUBT Social Welfare Club
- Former Media & Public Relationship Secretary at ESAB BUBT Unite Face

## Sports &amp; Athlete

- Member of BUBT Sports Club
- Right-arm fast-medium bowler of BUBT Cricket Team 2018-19, Team Official (2020-21)  
Played for-
  - Bangabandhu ULAB Fair Play Cup 2020
  - DIU Indo-Bangla T20 Cricket Tournament 2019
  - Bangabandhu Inter University Sports Champs
  - Clemon Indoor Uni Cricket 2018
  - ULAB Fair Play 2019
  - Clemon Indoor Uni Cricket 2018
- Captain of Team Hypertext Assassins (CSE Dept.)

## References

**Md. Ruhul Amin**

Founder & CEO **Digitech Computers**  
Holy Tower, 273/3/GA  
West Agargaon, Flat-C7, Dhaka-1207.  
Phone : 8141520 (Office)  
Mobile : 01711-922229.

**Mohammad Kamrul Hassan, PhD****Executive Director**

House 35D, Road No.7, Banani, Dhaka 1213  
Mobile : +8801715-025347  
E-mail : khassan75@gmail.com