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AKHLAQ-UR RAHMAN

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Career Objective:

To pursue a career in the IT sector by establishing a strong professional relationship as an innovative achiever while using my work experience to enhance my skills and capabilities for my job. Also, to pursue higher education for gaining knowledge.

Career Summary:

Technical Content Writer:

Developing online & offline content for product presentations to local & international clients and also leading a team of creative writers for fulfilling other content requirements.

Professional Profile:

Strong career in Content Development backed by experience in relative IT field. Lucky to have worked with international projects through both successes & failures.

Areas of Expertise:

- Requirement Analysis
- Feasibility Study
- Product & Client Presentations

Special Qualification:

- mastered the use of English language for academic & professional communication
- effective user of computer & internet applications
- punctual, polite & a team player
- quick learner and open to new ideas
- able to meet deadlines
- experienced

Employment History:

Total Year of Experience : 14.4 Year(s)

1. Technical Content Writer (May 30, 2015 - Continuing)

IPVision Canada, Limited

Company Location : Niketon, Gulshan, Dhaka, Bangladesh

Department: Online Marketing

Duties/Responsibilities:

Started as an executive to the Technical Content Writer under the Online Marketing department. Confirmation of job with pay increase within 6 months. Currently working as the team leader of the Content Development team reporting directly to the CEO. Work duties involve dealing with product presentations to clients (both local & international) in addition to, leading the team to fulfill all content requirements for products. Interact with developers to ensure the quality of content in apps and websites. Generate technical documentation such as policies and agreements.

2. **Business Development and Analyst (April 8, 2014 - May 15, 2015)**

EsySolution Limited

Company Location : Mohammadpur, Dhaka

Department: Search Engine Optimization (SEO)

Duties/Responsibilities:

- Research and Development for E-commerce
- Web Content Development for e-commerce website
- Analyse sales, web ranking and customer reach
- Develop business plans to reach more audience

3. **Academic/Content Writer (May 19, 2011 - August 8, 2016)**

Freelancer

Company Location : Online

Department: Research and Development

Duties/Responsibilities:

Performing research on current business to prepare a action plan, writing articles, preparing press releases, creating advertisements, business analysis report, feasibility study. Working experience of over 3 years as a freelancer to develop potential career skills.

4. **Lecturer (April 1, 2011 - January 1, 2012)**

Metropolitan University

Company Location : Sylhet, Bangladesh

Department: English

Duties/Responsibilities:

Part time lecturer for GED courses, Social Science, Introduction to Computing, English, Business Communication

5. **Feedback Representative (August 1, 2007 - October 1, 2008)**

ServiceRite USA

Company Location : Norcross, Atlanta, Georgia, USA

Department: Warranty Service Administration

Duties/Responsibilities:

Handle clients for service and clearing payments through to the accounts department. Ensuring customers are serviced at the scheduled appointment dates and times. Handle general customer complaints and resolve issues smoothly.

6. **Assistant Manager (April 1, 2004 - October 1, 2006)**

Long John Silvers

Company Location : Norcross, Atlanta, Georgia, USA

Department: Seafood Sales

Duties/Responsibilities:

Started as a cashier and promoted to assistant manager within 3 months of joining. Managing a group of 5-6 staff on duty during 8-hour shifts. Handling customer complaints. Scheduling for weekly shifts. Providing discounts for customers based on government service, kids, and others. Reviewing daily sales report and making bank deposits at closing.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Science (BSc)	Information Systems / Business Computing	University of Wales [Foreign Institute]	Second Class, Marks :67%	2012	Three (3) years	Graduated with Honors from the University of Wales in Cardiff, United, Kingdom.
High School Graduation	Science	Meadowcreek High School [Foreign Institute]	CGPA:3.6 out of 4	2007	Four (4) years	Graduated with Honors from Meadowcreek High School in Atlanta, Georgia, United States of America.

Career and Application Information:

Looking For : Mid Level Job
 Available For : Full Time
 Expected Salary : Tk. 40,000
 Preferred Job Category : Education/Training, IT/Telecommunication, Marketing/Sales
 Preferred District : Cox"s Bazar, Dhaka, Sylhet
 Preferred Country : United Kingdom, United States, Australia, Canada
 Preferred Organization : Telecommunication, University, College, Software Company, IT Enabled Service, Multinational Companies, Embassies/Foreign Consulate, Hospital, Overseas Companies, Call Center

Specialization:

Fields of Specialization	Description
<ul style="list-style-type: none"> English (Language) Faculty/ Trainer Human Resources Customer Relation Customer Support International Affairs MIS/ CIS MS Word/ Excel/ PowerPoint/ OneNote Teacher/ Faculty Education Research 	60 WPM (approximately). Teaching experience in Sylhet Metropolitan University. Good interaction, communication and management skills. Excellent customer/client communication and support. Effective user of MS Office programs. CIS major in University. Fluent user of the English language written and spoken. Effective report writing skills in English. Web Content Developer. Technical Content Writer. Writing Blogs, Press Releases, Articles, Advertisements.

Extra Curricular Activities:

Freelancing - independent worker in the IT/IS sector. Sports - cricket enthusiast. Collector - Coin and currency collecting hobby.

Language Proficiency:

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	High

Personal Details :

Father"s Name : Mohammed Yousuf Ali
Mother"s Name : Syeda Munni Banu
Date of Birth : March 13, 1989
Gender : Male
Marital Status : Married
Nationality : Bangladeshi
Religion : Islam
Permanent Address : 49 Amborkhana Borobazar, Sylhet - 3100
Current Location : Dhaka
