

ANIK ACHARJEE

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Address: Bhunabir, Mirzapur Road, Sreemangal, Moulvibazar



CAREER OBJECTIVE

To build up an excellent career by hard working in a good environment where I would be able to show my technical skill, creativity, honesty, and innovative to power to achieve the goal.

SKILLS

- Web Design & Development
- Digital Marketing
- Wordpress Theme Customization
- Lead Generation
- Data entry
- Photoshop
- MS Office

PERSONAL DETAILS

Mother's Name : Ranu Bala Acharjee
Father's Name : Nitay Acharjee
Date of Birth : November 20, 1995
Gender : Male
Marital Status : Unmarried
Nationality : Bangladeshi
NID : 8205780003
Religion : Hindu



WORK EXPERIENCE

1) Digital Marketing Executive

2021-2022

Organization: Tea Capital

Responsibilities:

- Provided research and development on products to showcase benefits and retain customers.
- Continually maintained and improved the company's reputation and positive image in the markets served.
- Supervised marketing and planning activities to exceed segment sales and margin goals.
- Increased brand awareness through the creation and management of social media channels, boosting social media engagement.
- Monitored and analyzed market and competitor metrics to inform digital marketing strategies.

2) Digital Marketer

2019-2021

Organization: Sumit Tea House

Responsibilities:

- Created social media content with consistent content and tone.
- Analyzed and reported social media and online marketing campaign results.
- Developed marketing content such as blogs, promotional materials, and advertisements for social media.
- Increased customer engagement through social media.
- Prepare detailed campaign reports and digital marketing strategies, communicating key findings to senior management.
- Successfully launched offline and online consumer targeting and marketing strategies.
- Evaluated monthly performance statistics and used data to inform future strategies.

3) Data Entry Operator

2019-2020

Organization: Educo Bangladesh

Responsibilities:

- Created spreadsheets using Microsoft Excel for daily, weekly, and monthly reporting.
- Completed data entry tasks with accuracy and efficiency.
- Created plans and communicated deadlines to complete projects on time.
- Verified the accuracy of computer system information by updating data.
- Corrected data entry errors to prevent duplication or data degradation.
- Added documents to file records and created new records to support filing needs.
- Created plans and communicated deadlines to complete projects on time.

HOBBIES

- Watching Movie
- Reading
- Cycling
- Travelling

REFERENCE

4) Computer Trainer

2016-2021

Organization: Mirzapur Post E-Center

Responsibilities:

- Trained and developed students' skills in word processing, spreadsheet, and database programs.
- Managed and maintained computer systems, equipment, and mobile devices by troubleshooting hardware and software issues.
- Tested and evaluated student progress to determine the effectiveness and impact of teaching methods, materials, and projects.
- Planned and implemented curriculum to teach up-to-date technology to students.
- Maintained an orderly classroom stocked with appropriate supplies.
- Used lectures, demonstrations, and discussions to instruct students individually and in small groups.

EDUCATION

Name : Jyotish Talukdar Ripon
Organization : UNDP Bangladesh
Designation : P/ S Partnership Specialist
Address : Bashundhara, Dhaka
Mobile : +8801711505933
E-Mail : jyotish.brandvent@gmail.com
Relation : Others

1) Bachelor Of Business Studies (Pass)

Institute : Sreemangal Govt College

Group : Bachelor Of Business Studies (BBS)

Result : 2.86 (out of 4.00)

Passing Year : 2017

2) Higher Secondary School Certificate (H.S.C)

Institute : Alhaj Md. Mokhlisur Rahman College

Group : Business Studies

Board : Sylhet

Result : 4.40 (Out of 5.00)

Passing Year : 2014

3) Secondary School Certificate (S.S.C)

Institute : Bhunabir Dasarath High School & College

Group : Science

Board : Sylhet

Result : 4.69 (Out of 5.00)

Passing Year : 2012