

ANIK ACHARJEE

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Address: Sreemangal, Moulvibazar



CAREER OBJECTIVE

To build a successful career, I will work hard in a supportive environment where I can demonstrate my technical skills, creativity, honesty, and innovation. By using these strengths, I aim to achieve my goals and excel in my career.

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

01) Data Entry Operator (Virtual)

2022-Present

Organization: Empress Business Center

Responsibilities:

- Completed data entry tasks with accuracy and efficiency.
- Organized, sorted, and checked input data against original documents.
- Maintained files, records, and chronologies of entry activities.
- Searched, extracted, and interpreted information to determine the correct input procedure.

02) 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.
- 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.

03) 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.



EXTRACURRICULAR ACTIVITIES

- Attend webinars and online workshops related to web development, digital marketing, and data entry.
- Participate in online communities or forums dedicated to these fields.
- Volunteer to assist with web development, digital marketing, and data entry projects for a non-profit or small business
- Start a personal website or blog and practice web development and digital marketing skills.
- Collaborate on a project with others interested in these fields.
- Attend events, conferences, or meetups related to web development, digital marketing, and data entry to network with others and learn about industry trends.

REFERENCE

1.
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

2.
Name : **Uzzwal Ahmed**
Organization : Empress Business Center
Designation : Managing Director
Address : Uttara Dhaka-1230
Mobile : +8801712271052
E-Mail : uzzwalmiah052@gmail.com
Relation : Others

04) 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.
- 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.

05) 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.
- Planned and implemented curriculum to teach up-to-date technology to students.
- Attended professional development technology courses to increase my knowledge base and learn new information.
- Processed software and hardware by coordinating user setups, installations, and upgrades.

EDUCATION

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