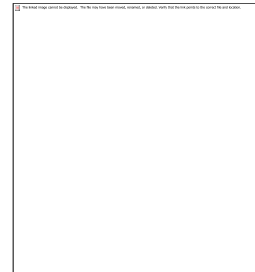


Applied For: **Virtual Assistant (for our Sylhet Office so You must be living in Sylhet)**

Last Updated : **April 2, 2016**

Md.Obaidur Rahman Ghyasi

Address: 117/ja(5th floor),Mohakhali wireless Gate,Dhaka-1212,Bangladesh
Mobile : +88-01712543589
email:porosh2010@gmail.com



Career Objective:

My base is Online/Digital Marketing. Working in this sector for last 7+ years. My goal is to become one of the most successful Digital Marketer in Bangladesh.

Career Summary:

After Completing B.Sc in Electrical & Electronic Engineering from UCSI University,Malaysia joined in Digi Mobile Company as a Jr.Engineer and continued my MBA from the same University as i wanted to be a successful business developer and researcher.After completing my MBA came back to Bangladesh and joined in a Group of Company as (IT,International Marketing and Development) in-charge.After working in few companies and gaining few experiences now working in a reputed IT company as COO

Special Qualification:

I think its creativity, Hard work, Quick learner, ability to assume responsibility are the special qualifications.

Employment History:

Total Year of Experience : 9.6 Year(s)

1. Chief Operating Officer (COO) (February 1, 2013 - Continuing)

Promise IT Solution

Company Location : Mirpur DOHS, Dhaka,
Department: Online Marketing & Operation

Duties/Responsibilities:

- * Contacting with New and present clients for each and every Projects, Making negotiations with them.
- * Direct internal operations to achieve budgeted results and other financial criteria, and to preserve the capital funds invested in the enterprise.
- * Create annual operating plans that support strategic direction set by the board and correlate with annual operating budgets; submit annual plans to the board for approval, and monitor the progress.
- * Hire and manage the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- * Following up Digital Marketing Manager and Department for SEO, SMM and PPC updates and progresses.
- * Following up Production Manager's activities regarding the whole production Department.
- * Create annual operating plans that support strategic direction set by the board and correlate with annual operating budgets; submit annual plans to the board for approval, and monitor the progress.
- * Business development through expansion of client and build relationship with existing client.

- * Market surfing, screening prospecting new customer, identifies potential market segments.

2. **Freelance Photographer (January 1, 2013 - June 6, 2013)**

The Daily Amader Somoy

Company Location : Tejgaon, Dhaka

Department: Media Journalism

Duties/Responsibilities:

- * Planning, Model Coordinating, Pre-Photoshoot works, Taking Pictures and Post Photo-shoot works.

3. **Digital Marketing Manager (March 1, 2012 - January 31, 2013)**

Eurosia Graphics Ltd.

Company Location : Kallayanpur, Dhaka

Department: Digital Marketing & Business Development

Duties/Responsibilities:

- * Responsible for International Marketing Division.
- * Keep in contact 24 hours with International Clients.
- * Handling Clients from abroad directly.
- * Making plan for upcoming days.
- * Responsible for Business Development Team.
- * Responsible for New Partners Division.
- * Responsible for Alliances - Vendors Local/International.
- * World wide Network Building.
- * Search Engine Optimization.
- * Keyword Research and Analysis for PPC and SEO.
- * Monthly Interactive Marketing Report generation for clients.
- * Content submission for Free Link building to various websites as per strategy.
- * Pay Per Click Marketing
- * Analyzing and reporting website visitor activity; researching competitor's web sites.
- * Keyword research for Search Engine / Building and managing keyword lists.
- * Quality Link Building and Link Exchange.
- * Social Media Optimization and Marketing (SMO & SMM).
- * Website performance and rank analysis such as unique visitors, time spent per visit, pages per visit, Google Page Rank, Alexa Rank, Compete Rank, etc.
- * Relation developments with current and future buyers.
- * Business Development with various new ideas.

4. **Sr. Digital Marketing Executive (January 1, 2012 - February 29, 2012)**

PNS Media & Communications Ltd

Company Location : Mirpur -1, Dhaka

Department: Digital Marketing & Business Development

Duties/Responsibilities:

- * Search Engine Optimization.
- * Keyword Research and Analysis for PPC and SEO.
- * Monthly Interactive Marketing Report generation for clients.
- * Content submission for Free Link building to various websites as per strategy.
- * Pay Per Click Marketing
- * Analyzing and reporting website visitor activity; researching competitor's web sites.
- * Keyword research for Search Engine / Building and managing keyword lists.
- * Quality Link Building and Link Exchange.
- * Social Media Optimization and Marketing (SMO & SMM).
- * Website performance and rank analysis such as unique visitors, time spent per visit, pages per visit, Google Page Rank, Alexa Rank, Compete Rank, etc.
- * Relation developments with current and future buyers.
- * Business Development with various new ideas.

5. **Sr. Digital Marketing Executive (December 1, 2010 - December 31, 2011)**

Web Inventa Ltd.

Company Location : Banani,Dhaka

Department: Digital Marketing & Business Development

Duties/Responsibilities:

- * Responsible for International Marketing Division.
- * Responsible for Business Development Team.
- * Responsible for New Partners Division.
- * Responsible for Alliances - Vendors Local/International.
- * World wide Network Building.
- * Search Engine Optimization.
- * Keyword Research and Analysis for PPC and SEO.
- * Monthly Interactive Marketing Report generation for clients.
- * Content submission for Free Link building to various websites as per strategy.
- * Pay Per Click Marketing
- * Analyzing and reporting website visitor activity; researching competitor's web sites.
- * Keyword research for Search Engine / Building and managing keyword lists.
- * Quality Link Building and Link Exchange.
- * Social Media Optimization and Marketing (SMO & SMM).
- * Website performance and rank analysis such as unique visitors, time spent per visit, pages per visit, Google Page Rank, Alexa Rank, Compete Rank, etc.
- * Relation developments with current and future buyers.
- * Business Development with various new ideas.

6. **(Buyer Handling+Overseas Marketing+IT) in-charge (October 15, 2009 - November 30, 2010)**

Mane Fashions International

Company Location : Badda,Dhaka,Bangladesh

Department: Digital Marketing+Company Development +IT Support

Duties/Responsibilities:

- *Handling overseas buyers.
- *All merchandising activities
- * International marketing for new buyers.
- *Relation developments with current and future buyers.
- *Observing & Maintaining all kinds of IT support in Head Office as well as other offices.
- *HR Development (orientation, training, motivating)
- *Sourcing & developing mills & fabric suppliers globally.
- *Managing Organizational Change & Development.
- *Business Development with various new ideas.
- *Build networks to find qualified passive candidates.
- *Research and recommend new sources for active and passive candidate recruiting.
- * Develop company website and maintaining.
- *Perform any other relevant tasks as assigned by the authority.

7. **Jr.Engineer (September 1, 2008 - August 30, 2009)**

DIGI Telecom

Company Location : Kuala Lumpur,Malaysia

Department: Networking & Development

Duties/Responsibilities:

Maintaining network system & looking for any kind of development in market.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration	Achievement
Masters in Business Administration	Business Administration	UCSI University,Malaysia	CGPA:3.51 out of 4	2009	Sept'2008 -Aug'2009	Academic Scholarship

n		[Foreign Institute]				
BSc	Electrical & Electronic Engineering	UCSI University, Malaysia [Foreign Institute]	CGPA:3.59 out of 4	2008	Sept'2004 - Aug'2008	-
HSC	Science	Dhaka City College	CGPA:3.7 out of 5	2003	2001-2003	-
SSC	Science	Harimohan Govt High School, Chapai Nawabganj	CGPA:4.5 out of 5	2001	1999-2001	-

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Photography Course		JU HANG INSTITUTE OF ARTS	MALAYSIA	KUALA LAMPUR	2007	1 year

Career and Application Information:

Looking For : Top Level Job
 Available For : Full Time
 Present Salary : Tk. 50000
 Expected Salary : Tk. 25,000
 Preferred Job Category : Marketing/Sales, Media/Advertisement/Event Mgt.
 Preferred District : Anywhere in Bangladesh.
 Preferred Country : Germany, Italy, Malaysia, Netherlands, United Kingdom, United States, France, Singapore
 Preferred Organization Types : Telecommunication, Advertising Agency, Computer Hardware/Network Companies, Multinational Companies, Public Relation Companies, Embassies/Foreign Consulate, Engineering Firms, Consulting Firms, Buying House, Airline, Overseas Companies, Group of Companies

Specialization:

Extra Curricular Activities:

1. Various times Winner in Debating & Painting 2. President - UCSI International Student welfare (2007-2009) 3. President - UCSI Film Club

Language Proficiency:

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

Personal Details :

Father's Name : Md. Abdul Wadud Ghyasi
 Mother's Name : Akhtari Begum
 Date of Birth : November 4, 1986
 Gender : Male

Marital Status : Unmarried
Nationality : Bangladeshi
Religion : Islam
Permanent Address : Vill:Ramvadrapur, P.O:Moharajpur,Thana+Zila:Chapainawabganj,Bangladesh
Current Location : Dhaka

Reference (s):

Name : Mr.Sahil Chowdhury
Organization : USCI University
Designation : Proffessor
Address : Plot-5,Cheras,Kuala Lampur
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EMail : sahil.chow@yahoo.com
Relation : Academic