Last Updated : *January 9, 2019*

MUHA.JAHIRUL ISLAM

Address: House#369-70,Road#02,Section#07,,-1216, Mirpur TSO,
Mirpur, Dhaka 1216
Mobile : 01716016444
email:jahiridb@gmail.com

Career Objective:

To establish myself as a successful professional by executing my skills acquired from my academic qualifications, rich experience by personal approach to a given problem. Application of my talents and skills in the new atmosphere.

Employment History:

Total Year of Experience : 5.6 Year(s)

1. **Web Administrator (January 1, 2014 - Continuing)**

   Electro Mart Limited
   Company Location : Noor Holdings, 33 South Avenue, Gulshan-1,Dhaka
   Department: IT
   Duties/Responsibilities:
   â¢ All task of Digital Marketing including e-commerce market place and investigating order placement and complete the final procedure for customer satisfaction.
   â¢ Collect email Id and cell number from different platform and make a corporate database for marketing purpose.
   â¢ Maintain & develop Facebook page, LinkedIn professional platform, Twitter and other social media including Youtube Marketing, SMS marketing.
   â¢ Maintain ERP software including 18 branches and debug any run time error whenever occurred.
   â¢ Consult with managerial, engineering, and technical personnel to clarify program intent, identify problems, and suggest changes.
   â¢ Work with agencies to build traffic & sales via the website (PPC agency, email marketing provider, e-commerce provider, etc)
   â¢ Test new software packages for use in web operations or other applications.
   â¢ Plan, define and implement website changes and functional improvements
   â¢ Maintain and update the online marketing plan for the website
   â¢ Inform web site users of problems, problem resolutions or application changes and updates.

2. **Assistant Programmer (June 10, 2013 - January 1, 2014)**

Trust IT(BD)Ltd
Company Location : Uttara
Department: ICT
Duties/Responsibilities:
1. Confirms project requirements by reviewing program objective, input data, and output
requirements with analyst, supervisor, and client.
2. Arranges project requirements in programming sequence by analyzing requirements;
preparing a work flow chart and diagram using knowledge of computer capabilities,
subject matter, programming language, and logic.
3. Encodes project requirements by converting work flow information into computer
language.
4. Confirms program operation by conducting tests; modifying program sequence and/or
codes.
5. Prepares reference for users by writing operating instructions.
6. Maintains historical records by documenting program development and revisions.
7. Maintains client confidence and protects operations by keeping information
confidential

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
MA	English	National University	Second Class, Marks :48%	2009	1
BA	English	National University	Second Class, Marks :50%	2008	4
ALIM	Humanities	Madrasah Board	CGPA:3.67 out of 5	2003	2
DAKHIL	Humanities	Madrasah Board	CGPA:4 out of 5	2001	2

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
Digital Marketing Blue Print		BASIS Institute of Technology & Management	Bangladesh		2018	Two Months
Computer Fundamental(CF)	Word Processing,Spreadsheets,Presentations,Databases,Email	Daffodil Institute of IT(DIIT)	Bangladesh	Dhanmondi	2012	3 Months

Professional Qualification:

Certification	Institute	Location	From	To
Vendor Certification	Microsoft Corporation	Washington	August 11, 2013	August 11, 2014
Computer Diploma	IDB-BISEW	Sher-E-Bangla Nagar	July 10, 2012	August 20, 2013

Career and Application Information:

Looking For	: Mid Level Job
Available For	: Full Time
Expected Salary	: Tk. 20,000
Preferred Job Category	: IT/Telecommunication, Marketing/Sales, HR/Org. Development
Preferred District	: Barishal, Dhaka
Preferred Country	: Japan, Malaysia, United Kingdom, United States, Singapore, United Arab Emirates
Preferred Organization Types	:

Specialization:

Fields of Specialization
• WordPress • HTML5 & CSS3 • PHP • MySQL • CodeIgniter • Adobe Photoshop/ Illustrator

Extra Curricular Activities:

Computer Programming. questionsbd.com is my creative invention

Language Proficiency:

Language	Reading	Writing	Speaking
Bengali	High	High	High
English	High	High	Medium
Arabic	High	High	Low

Personal Details :

Father"s Name	: Nurul Islam
Mother"s Name	: Nurun Nahar
Date of Birth	: February 1, 1987
Gender	: Male
Marital Status	: Married
Nationality	: Bangladeshi
Religion	: Islam
Current Location	: Dhaka

Reference (s):

	Reference: 01	Reference: 02
Name	: Md. Syeddur Rahman	Abdullah Ahmed Jamil
Organization	: Islami Bank Bangladesh Ltd	Electro Mart Limited.
Designation	: Sr. Assistant Vice President	DGM, HR & Administration
Address	: Islami Bank Bangladesh Ltd S R Plaza, 1151/3 M.Saifur Rahman Road, Moulvi Bazar Pourashava -3200	Electro Mart Limited. Noor Holdings (7th Floor) 33, South Avenue, Gulshan Circle-01 Dhaka-1212
Phone (Off.)	:	
Phone (Res.)	:	
Mobile	: 01732-181818	01755696007
EMail	:	jamil@electromartltd.com.bd
Relation	: Relative	Professional