



## Md. Rifath Mulla

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E-MAIL: [rifath047@gmail.com](mailto:rifath047@gmail.com)

### Career Objective

To obtain a position with opportunities to utilize my technical, digital marketing experience and management skills for the better achievement of the organization as well as to enhance my knowledge about new and emerging trends in the IT sector.

### Experience

#### 1. SEO (Search Engine Optimization): (October 06, 2019 – Present)

##### SK Associates (Tech ICS)

###### Duties/Responsibilities:

- Analyzing, reviewing and implementing websites that are optimized to be picked up by search engines.
- Recommend changes to website architecture, content, linking and other factors to improve SEO positions for target keywords.
- Work with editorial and marketing teams to drive SEO in content creation and content programming
- Work with the development team to ensure SEO best practices are properly implemented on newly developed code.

#### 2. MPO (Medical Promotional Officer): (June 15, 2019 – October 01, 2019)

##### Orion Group of Company

###### Duties/Responsibilities:

- Monitor and report on effectiveness of marketing communications.
- Writing and presenting reports to senior management.

#### 3. Supervisor: (September 25, 2018 – October 16, 2018)

##### National Household Database Project, Bangladesh Bureau of Statistics

###### Duties/Responsibilities:

- Data Entry Supervisor
- Team Management

#### 4. Internship: (April 01, 2018 – July 01, 2018)

##### Islami Bank Bangladesh Ltd, Sylhet Branch

###### Duties/Responsibilities:

- Account Data Entry
- Foreign Exchange & Remittance

### ICT Qualification

Operating System	: Windows (XP/ Windows 7, 8, 10)
Word processing	: Microsoft word
Spread sheet analysis	: MS Excel, MS Access
Presentation	: MS Power Point
Special	: SEO, Web Design, Photoshop.

### Language Proficiency

- Speaking and writing fluently both in English and Bengali.
- Good in writing and experienced in research.

## Education

Exam	Year
<b>Bachelor of Business Administration (BBA)</b> <b>Sylhet International University</b> Major: Accounting CGPA- 2.90 Out of 4	<b>2018</b>
<b>Higher Secondary School Certificate (HSC)</b> <b>Sylhet Commerce College</b> GPA- 4.70 Out of 5 Business Studies Group. Sylhet Board	<b>2013</b>
<b>Secondary School Certificate (SSC)</b> <b>Sylhet Govt. Pilot High School</b> GPA- 4.75 Out of 5 Business Studies Group. Sylhet Board	<b>2011</b>

## Major Courses Attended

Completing Computer course under National Youth Development Training Center.  
Strategic Marketing, Digital Marketing, Business Statistics, Business Psychology.

## Interests

Reading thriller books and tech related articles, playing cricket, photography, bike riding and spending quality time with family.

## Personal Details

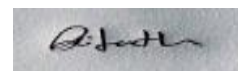
Father's Name : Md. Badol Mulla  
Mother's Name : Monne Begum  
Date of Birth : Oct 27, 1995  
NID No. : 19959196226000032  
Blood Group : O+  
Religion : Islam  
Current Address : Vartokhola, Block- B, house- 53, Sylhet Sadar, Sylhet.  
Permanent Address : Chondiber Mulla Bari, Bhairab, Kishoreganj.

## References

**Name:** Mr. Abu Syeed Muh. Abdullah  
**Designation:** Head of Dep. (BBA)  
**Institution:** Sylhet International University  
**Contact Number:** +8801746461461

### Declaration:

I confirm that the information provided by me is true to the best of my knowledge and belief.



Signature: