

# SHUVO SARKAR



House : 06, Block : H, Road : 7

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shuvosarkar82



## CAREER OBJECTIVE

To Purchase A Challenging Career And Be A Part Of Progressive Organization That Gives Scope To Enhance My Skills Which Can Be Used For The Organization Growth And Personal Growth.



## TRAINING ACCOMPLISHED

### ❖ DIGITAL MARKETING, LEDP, ICT DIVISION - (HABIGANJ) NOVEMBER 2016 – NOVEMBER 2018.

The Course Covered Core Concepts Of Digital Marketing Such As Search Engine Optimization (SEO), Social Media Marketing, Pay-Per-Click (PPC), Website Conversion Rate Optimization, Web Analytics, Content Marketing, Mobile Marketing, Email Marketing, And Digital Marketing Strategy. The Course Also Helped To Master Tools And Platforms Such As Web Master Tool, Google Analytics, Adwords, , Twitter, Linkedin, Youtube, Facebook .

*\*I Am Successfully Completed This Course And Got Award A Laptop From ICT Ministry As A Top Earner Freelancer.\**

### ❖ MICROSOFT OFFICE APPLICATION, WORLD VIEW COMPUTER, HABIGANJ (OCT 01 2012 – DEC 19 2016)

Successfully Accomplished Ms.Office Application Course. Acquire Knowledge On Ms.Word, Excel, Powerpoint Ms.Access, Database Creation And Speed Typing Bengali & English (20-25wpm). I Am Achived A Training Certificate BANGLADESH TECHNICAL EDUCATION BOARD, DHAKA From The Institute.



## PROFESSIONAL SKILL

- |                                    |                     |                          |
|------------------------------------|---------------------|--------------------------|
| • Adobe Photoshop                  | • Adobe Illustrator | • PSD To HTML Design     |
| • Search Engine Optimization (SEO) | • Email Marketing   | • Social Media Marketing |
| • Email Template Design            | • Keyword Research  | • Microsoft Office       |
| • Lead Generation                  | • Data Entry        | • Web Research           |



## WORK EXPERIENCE

- ✓ **UPWORK.COM** Email Marketing, Graphics Design, Data Entry, Jan 2014 - Jun 2016 (As a Freelancer)
- ✓ **FIVERR.COM** Digital Marketing , Email Marketing Aug 2016 - Present ( Level 2 Seller Freelancer)
  - Successfully Manage And Coordinate Digital Marketing From Concept Through Completion. Work Closely With Clients To Create Vision, And Consistently Meet Deadlines And Requirements. Effectively Build, Motivate, And Direct Design And Production Teams. Coordinate Freelance Marketer, Consultants And Vendors To Meet All Project Requirements.
- ✓ **R D COMPUTER ONLINE SERVICE** GRAPHICS DESIGNER( JAN 2018- Present)
  - I Am Working As A Graphics Designer , Designing The Picture By Photoshop, Adobe illustrator, online Admission Form, Online Job Application Typing Etc, In Habiganj , Serving From 1<sup>st</sup> January 2019 Till Now.



## LANGAUGE SKILL

LANGUAGE	WRITING	SPEAKING	READING
English	HIGH	MEDIUM	HIGH
BENGALI	HIGH	HIGH	HIGH



## EDUCATION QUALIFICATION

### ▪ \*Bachelor Of Scince (Honours)\*

Institute of College	Brindaban Govt College, Habiganj.
Subject	Chemistry
During	3 <sup>rd</sup> Year.
Name of University	National University Gazipur, Bangladesh.

### ▪ \*Higher Secondary Certificate (H.S.C.)\*

Institute of College	Brindaban Govt College, Habiganj.
Group	Science.
Result	G.P.A –3.90.
Year of Passing	2015.
Board	Sylhet.

### ▪ \*Secondary School Certificate (S.S.C.)\*

Institute of School	Habiganj High School.
Group	Science.
Result	G.P.A – 4.81.
Year of Passing	2012.
Board	Sylhet.



## PERSONAL INFORMATION

Name	Shuvo Sarkar..
Father's Name	Sutlal Sarkar.
Mother's Name	Daya Rani Sarkar.
Date of Birth	26 <sup>ST</sup> September 1995.
Nationality	Bangladeshi (By Birth).
Sex	Male
Religion	Hindusm.
Marital Status	Unmarried.
Permanent Address	R.k mission road, PO-Habiganj, Post : Habiganj District : Habiganj..
Present Address	House : 06, Block : H, Road : 7 Mirpur-2, Dhaka-1216
Field of Interest	Computer, Internet, Technology.

**Workshops** ▪ December 2016: Career Development and Entrepreneurship, (Habiganj) Attended in a day long workshop based on Career development and entrepreneurship. which was organized by industry professionals. The main focus was of the workshop was to build skilled professional for developments.

**Social**  <https://www.facebook.com/shuvo.sarkar.73>  [https://twitter.com/Shuvo\\_Bir](https://twitter.com/Shuvo_Bir)



## REFERENCE

**Name:** Hossain Al-Mamun  
**Designation :** Co-Ordinator(Syl-Ctg)  
**Organization:** Learning Earning Development Project(LED P)  
**Phone:** 01611750520  
**Address:** Madaripur House, Silmun, Tongi, Gazipur -1230  
**Email:** hamamun@gmail.com

**Name :** Humayun Kabir  
**Designation :** Owner Of R D Computer.  
**Organization :** RD Computer Online Service  
**Phone :** +08801533480252  
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