



Shihabus Sakib

📍 Amborkhana, Sylhet
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Objective

To contribute in an organization where I can utilize my knowledge, skills and abilities to add value to that organization, and explore my potentials. I strongly believe that excellent performance and commitment need proper guidance and leadership.

Experience

Online Research and Data Entry Expert (Focal Point) IT Chum	2023 - 2024 Sylhet
Creative IT Executive AWS Innovation	Sylhet
Support Executive Bookyup Ltd	Sylhet
Freelance Linguist (Sylheti, Bengali) Elanguageworld UK Pvt. Ltd.	2025 - Present
Freelance Linguist (SME in SYLHETI) SHAIP AI	2025 - Present

Education

Masters of Social Science in Political Science National University Score: CGPA 2.78	2019
Bachelor of Social Science in Political Science National University Score: CGPA 2.83	2018
Higher Secondary Certificate Barlekha Degree College Score: GPA 3.90	2014
Secondary School Certificate P.C High School, Barlekha Score: GPA 4.31	2012

References

Sultana Jannath Shahana ☎ +880 1715-544091 ✉ office.admin@itchum.xyz	General Manager IT Chum, Sylhet
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Skills

Data Entry

Progress: 5/5
Data Mining, Data Research, Data Scrapping, Data Analysis

Email Marketing

Progress: 5/5
Mailchimp, Brevo, Eventbrite, Getresponse

Typing

Progress: 5/5
50 WPM

Telemarketing

Progress: 4/5

Translation

Progress: 5/5
Sylheti, Bengali, Urdu

MS Office 360

Progress: 5/5
Word, Excel, Powerpoint, Outlook

SEO

Progress: 4/5
SEMrush, Ahrefs, Google Keyword Surfer

Content Writing

Progress: 4/5

Graphic Design

Progress: 4/5
Photoshop, Illustrator

Social Media Marketing

Progress: 4/5
Meta Business Suite, LinkedIn

Wordpress

Progress: 4/5

Languages

Bangla

Native speaker
Progress: 5/5

English

Good working knowledge
Progress: 4/5

Sylheti

Native speaker
Progress: 5/5

Urdu

Very good command
Progress: 4/5