

# **RAJ MOHAMMAD ROBIN**

#### Student

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in raj-mohammad-robin

#### **EDUCATION**

2024 - present

## **Bachelor of Science in Botany**

**Jagannath University** 

2023| HSC

Mohammadpur Govt: College

2021| SSC

Firoza Bashar Ideal School

#### **EXPERTISE**

- MS Office (Excel, Powerpoint word, power Bi, SQL)
- Video Editing
- Graphics Design (ILS, Canva)
- Course instructor
- Marketing & Communication
- Volunteering and organizing
- Team Work & problem solving

#### **LANGUAGE**

- English
- Bengali

#### **PROFILE**

Highly motivated undergraduate student with a passion for delivering excellence in every task. Skilled in multitasking, thriving in team environments, and performing effectively under pressure. Dedicated, adaptable, and driven to contribute meaningfully to organizational success

### **WORK EXPERIENCE**

#### **Educational Presentation Specialist & Content Manager**

2025-present

Manage and curate content for the Edge course platform, specializing in preparing high-quality educational presentations using PowerPoint and other professional software to enhance learning experiences.

Chorki 2024 May-2024Dec

Project Promoter

- Successfully contributed as a movie promoter for two major film projects recently released, strategic marketing initiatives and audience
- · engagement tactics to enhance visibility and drive success. Proficiently managed Excel spreadsheets for data organization and analysis, curated social media content, crafted engaging captions to enhance brand visibility, and demonstrated strong communication skills to foster collaboration and audience engagement

#### **Excel IT Academy**

2020-2023

Chief Marketing Officer & Course Instructor

- Working with the wider development team.
- Successfully managed the company's marketing strategies, efficiently organized class schedules, maintained discipline and oversight of students, and effectively communicated with stakeholders to ensure smooth operations and engagement

#### Online platforms

2022 - 2024

Graphic Designer & Video Editor

• Successfully Worked on online platform such as Fiver, freelancer and also for Offline clients