



Sk. Badsha Nishan

Computer Operator with 12 years experience

SUMMARY

Creative and detail-oriented professional with hands-on experience in graphic design, video editing, and content creation. Skilled in observing and adapting to social media trends, with strong writing and visual abilities. Experienced in managing financial tasks and developing promotional materials that support clear brand communication. Motivated to contribute creatively and support brand awareness and engagement at Programming Hero.

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LANGUAGES

- English** - Beginner
- Bangla** - Native
- Hindi** - Intermediate

WORK EXPERIENCE

- July 2013 - Present
Computer Operator
Padma Group of Companies
Eunoos Trade Center Ltd., 52-53, Dilkusha C/A, Dhaka-1000.
 - Designed and edited graphic projects, including logos and visiting cards, boosting visual brand identity.
 - Crafted official documents for tenders and notices, enhancing organizational communication and compliance.
 - Managed accounting tasks and streamlined financial operations, improving accuracy and efficiency.
 - Edited promotional videos, increasing engagement across social media platforms by 30%.
 - Developed print-ready materials, ensuring high-quality output and client satisfaction.

EDUCATION

- 2018
B.A.
Bangladesh Open University
Dhaka, Bangladesh
Bachelor of Social Science

SKILLS

- Computer skills**
- Graphic Design**
- HTML**
- CSS**
- JavaScript**
- Photo Editing**
- Firefighting**