



Md. Tauhid Hasan Khan

📍 Sirajganj, Rajshahi, Bangladesh

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SUMMARY

I am a lifelong learner passionate about exploring new ideas and acquiring diverse skills. My goal is to continually develop my expertise while contributing to your team's success. With a strong background in program management and technical support, I am dedicated to helping others achieve their objectives and fostering a collaborative environment that drives results.

PERSONAL INFORMATION

Father's Name: Md. Shahadat Hossain Khan

Mother's Name: Mst. Tahmina Sultana

Date of Birth: 1 July 1998

Nationality: Bangladeshi

Marital Status: Unmarried

Religion: Islam

Permanent Address: Vill: Dumur borobariya, P/O: Kalidashganti, Union: Bohuli, District: Sirajganj, Division: Rajshahi

EXPERIENCE

Research & Study Abroad Point

Graphics Designer, Remote

August 2024 - Present

- Created visually engaging graphics for social media posts, banners, and promotional materials related to studying abroad.
- Collaborated with team members to develop design concepts that effectively communicate information.

Accountant

Al Bakka Computer, Gov. Azizul Haque College Gate, Bogura

October 2023 - April 2024

- Managed financial records, including accounts payable and receivable.
- Assisted in preparing monthly financial statements and budgets.

Intern - Technical Support & Data Entry

Gao Tek, Remote

June 2022 - September 2022

- Provided technical support to clients, troubleshooting software and hardware issues.
- Conducted data entry tasks, ensuring accuracy and timeliness in project reporting.

EDUCATION

M.B.A, Accounting

Govt. Azizul Haque College • Bogura, Rajshahi, Bangladesh • 2024 • CGPA 2.52

B.B.A, Accounting

Syed Ahmed Collage • Bogura, Rajshahi, Bangladesh • 2020 • CGPA 2.77

H.S.C, Business Studies Group

Sirajganj Collectorate College • Sirajganj, Rajshahi, Bangladesh • 2016 • GPA 3.33

S.S.C, Business Studies Group

Dr. Tashmina Matin High School • Sirajganj, Rajshahi, Bangladesh • 2014 • GPA 4.13

CERTIFICATIONS

Digital Marketing

SR Dream It • 2023

- Gained comprehensive knowledge of digital marketing strategies, including SEO, social media marketing, and content creation.

Intern - Technical Support & Data Entry

Gao Tek • 2023

- Completed technical support and data entry training, enhancing troubleshooting abilities and data management skills.

Data Entry

Master IT • 2022

- Developed skills in accurate data entry techniques, database management, and attention to detail.

Computer Training

CyberTech Computer Education • 2018

- Received foundational training in computer applications, software usage, and IT literacy.
- Learned Microsoft Office Suite, including Word, Excel, and PowerPoint, to create documents, spreadsheets, and presentations effectively.

COURSEWORK

Web Development

Udemy • HTML, CSS • 2022

- Created responsive web pages and enhanced design layouts for improved user experience. and presentations effectively.

WordPress: Basic to Advance

Udemy • 2022

- Gained comprehensive knowledge in building websites using WordPress, including themes, plugins, and e-commerce integration.

PROJECTS

Demo University Website [\[Click\]](#)

- Developed a demo website for a university, showcasing features such as faculty information, student resources, etc.

Student Management System [\[Click\]](#)

- Created a web-based system for managing student information, attendance, and handling grading and scheduling.

Portfolio Website [\[Click\]](#)

- Built a personal portfolio website to showcase skills, certifications, and previous projects.

Fashion Shop Website (WordPress)

- Designed and developed an e-commerce website for a fashion store using WordPress, implementing product categories, shopping cart, and payment gateway integration.

INVOLVEMENT

Badhon - Blood Donation Group

Information Coordinator

Gov. Azizul Haque College Unit, Bogura, Rajshahi • January 2019 - Present

- Collaborated with local health authorities to organize successful donation events.
- Collected and managed donor information to maintain accurate records.

Syed Ahmed College

Co-Program Manager

Bogura, Rajshahi • January 2016 - December 2020

- Organized and managed various college activities and events to foster a vibrant campus culture.
- Worked closely with faculty and student volunteers to facilitate successful program implementation.
- Created budgets and liaise with sponsors and local businesses for event support.

Bogura Motor Labor Election

Volunteer

Bogura • May 2019 - May 2019

- Assisted in the organization and execution of the electoral process.
- Engaged with the community to promote voter registration and participation.

SKILLS

MS Office | Problem-Solving | Presentation Skills | Networking | Market Research | Web Development
Digital Marketing | Data Entry | Financial Accounting | Graphic Design | Community Engagement
Leadership and Teamwork | Effective Communication | Time Management | Negotiation Skills

LANGUAGE PROFICIENCY

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|------------------|-------------------|-------------------------|
| • Bangla: Native | • English: Fluent | • Hindi: Conversational |
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REFERENCES

Bayzid Alam
Assistant Professor
Syed Ahmed College
Phone: 01714622625

Tareq Ahmed
Dept. Head of Accounting
Syed Ahmed College
Phone: 01740994948