NURMOHAMMAD SARDER

📍 Moydan Bus Stand, Kayaria, Kalkini, Madaripur 7920, Bangladesh | 📞 **880 1736-618003** | 🌐 in/nurmohammad |
✉️ **nurmohammadsarder.official@gmail.com**

SUMMARY

Detail-oriented and results-driven Project Manager with extensive experience in data entry, content management, and e-commerce operations. Proficient in AI-driven tools, CRM systems, and backend management, with a strong focus on process efficiency and team coordination. Adept at working in fast-paced environments, solving complex problems, and maintaining high standards of quality.

EXPERIENCE

Project Manager (Full-Time)

Worktrooper   **November 2023 - Present, (Remote)**

- Managed and coordinated team tasks using Trello, Slack, and Google Workspace.
- Handled content management and product uploads on WordPress and Magento.
- Utilized AI tools for content creation and optimization.
- Conducted lead generation and managed CRM systems like Salesforce.
- Performed data entry, invoice processing, and ERP data management.
- Managed backend content, inventory systems, and cloud-based platforms.
- Led cross-departmental projects using project management tools like Asana and JIRA, achieving 95% on-time delivery, which improved client satisfaction and overall project efficiency.

Project Associate (Contractual)

Quantanite   **October 2023 - Present, (Remote)**

- Assisted in project delivery, maintaining quality standards and professional execution.
- Followed quality assurance processes for data accuracy and compliance.
- Identified and resolved workflow inefficiencies.
- Documented and communicated process improvements and changes.
- Coordinated cross-functional teams to streamline project timelines, leading to a 15% increase in on-time deliveries and enhancing client satisfaction rates.

Data Entry Associate (Part-Time)

Salaria Sales Solutions   **March 2023 - January 2024, (Remote)**

- Entered and verified lead information in CRM systems with high accuracy.
- Compiled, sorted, and validated data for completeness and consistency.
- Maintained thorough records and helped streamline data management workflows.
- Tracked key metrics and prepared regular performance reports.
- Managed CRM platforms including Salesforce, HubSpot, and Zoho.
- Communicated effectively with team members and clients via Slack and Skype to ensure alignment and timely updates.

Customer Service Officer (Full-Time)

Genex Infosys Limited   **December 2022 - February 2023, (On-Site)**

• Provided high-quality customer service for Robi Axiata Ltd's VIP customers.
• Attended product and service training sessions.
• Consistently met performance and quality targets.

Operator (Temporary - 11.11 Campaign)

Daraz Bangladesh   **October 2022 - November 2022, (On-Site)**

• Processed orders, conducted quality checks, and managed inventory.
• Assisted in packaging, distribution, and report generation.

Data Entry Operator (Project-Based)

Golden Harvest InfoTech Ltd   **June 2022 - September 2022, (On-Site)**

• Transformed image-based data into digital databases.
• Verified and sorted data to ensure accuracy and efficiency.

SKILLS

Project Management & Team Coordination
Data Entry & Database Management
CRM & ERP System Management
AI-Driven Content Creation
Lead Generation & Market Research
E-commerce Operations (Shopify, WooCommerce, Magento, Amazon)

EDUCATION

Bachelor of Science (B.Sc.) in Physics

National University • Dhaka, Bangladesh • 2021 – Present

Higher Secondary Certificate (HSC)

Firoza Basher Ideal College • Dhaka, Bangladesh • 2018 - 2020

Secondary School Certificate (SSC)

Mohammadpur Commercial Institute Govt. High School • Dhaka, Bangladesh • 2016-2018