



MOHAMMAD RAYYAN

CONTENT CREATOR

PROFILE

I'm an enthusiastic, self-motivated, reliable, responsible and hard-working person. The most important part of my personality is I'm a fast learner and a promise keeper also. In my freelancing career as a Content Creator, I've worked well both in a team environment as well as using own initiative.

CONTACT



+8801646854124



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rayyan3379@gmail.com



PROFILE LINK:
<https://www.facebook.com/profile.php?id=100010999953940&mibextid=ZbWKwL>

COVER LETTER

Dear Hiring Manager,

I'm writing to you regarding the English Content Writer post that opened up recently. I came across the job description on your Facebook group called [Team Nadir On The Go]. Being a hodophile I am seeking a challenging but adventurous job, which is why I was drawn to this exciting opportunity to work especially with a person who's master in his field, showing viewers the incredible beauty of nature by ensuring quality content.

As a student, with a potential learning mindset and also a quick learner and hard work, surely, I would stand out as a proficient worker in the field of content writing, using the skills and the garnered experience that are mentioned in the resume.

Since I'm still a university student and attending classes from 9 am to 1 pm, I would be flexible as well as punctual with the time. From my previous working experiences as a content writer, I can create a 1200-1500 word article in less than 2 hours. I would charge only 1000 tk for a 2000-word article, cause I'd love to work with this dream team.

I would be delighted to have an opportunity to get this job and I must say you'll not get disappointed. Please accept the enclosed resume and feel free to contact me at your earliest convenience. I appreciate your time and consideration.

Mohammad Rayyan

Sincerely,

Mohammad Rayyan,

Student at University of Dhaka



MOHAMMAD RAYYAN

CONTENT CREATOR

TECHNICAL SKILLS

- Proofreading (Advanced)
- Writing (Experienced)
- Editing
- Blogging
- Research

TOOLS

- Canva
- Adobe in Design
- Microsoft Word
- Microsoft Powerpoint

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EXPERIENCE

Writer
Lecture Publication

June 2020-2023

- Reduced 90% of errors by editing copies for spelling, grammar, and format; fact-checked content to ensure the facts were accurate.
- Accomplished tasks within the given time.
- Collaborated in teamwork and created quality content for the students.

Content Writer
Rahul Rishad.com

- Worked under SEO experts and grasped the gist of search engine optimization
- Reduced 98% of plagiarism by rewriting content.
- Created blogs containing 3000 words on time for the clients.

LANGUAGE PROFICIENCY

- ❖ Bilingual – English and Bangla
- ❖ Fluent in English and Bangla, conversant in Arabic and Hindi
- ❖ 4 years of experience on writing SEO based content in English
- ❖ 2 years of English language education in IML at University of Dhaka (Institute of Modern Languages)

EDUCATION

CURRENTLY
STUDYING AT

UNIVERSITY OF DHAKA

DEPARTMENT OF ISLAMIC STUDIES YEAR: 2nd

2020-21

HSC

GROUP: HUMANITIES GPA: 5.00

TANZIMUL UMMAH ALIM MADRASAH

2018

SSC

GROUP: SCIENCE GPA: 5.00

TANZIMUL UMMAH ALIM MADRASAH