



SYED NIAZ MUHAMMAD

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syedniaz619@gmail.com

I am incredibly motivated to expand my knowledge, constantly develop my skills, and grow professionally.

SKILLS

- Digital Marketing
- Search Engine Optimization
- Proficient in Excel and other MS Office tools
- SQL
- Data Visualization with Tableau and Power BI
- Statistical Knowledge
- Leadership qualities with experience in Project Coordination
- Communication and Presentation Skills

ADDRESS

Dhaka, Mirpur DOHS, Avenue-2,
Road-12, House-908

Reference

Md. Golam Kibria
Instructor, College of Business and
Innovation, The University of Toledo,
USA
md.golam.kibria@utoledo.edu
+1 419 418 1699

Md. Sarwar Hossain
DGM - Business Operations
Giga Tech Ltd
sarwar.hossain@gigatechLtd.com
01865038405

EMPLOYMENT HISTORY

Giga Tech Ltd.

Jr. Executive - Sales, Marketing, and Communications (May 2021 - Aug 2022)

- Project coordination in multiple pilot projects
- Sales pitching to clients
- Digital media management and content strategist
- Data collection planning, cleaning, and processing

Intern (Jan 2021 - April 2021)

- Documentation and technical writing
- Assisting DGM and Business Development team with day-to-day tasks

MAK Health Tourism Ltd.

Digital Marketing Executive (Jan 2020 - Dec 2020)

- Content Management for social media and website
- Client service management

EDUCATIONAL HISTORY

INDEPENDENT UNIVERSITY, BANGLADESH

BBA (SEP 2016 - JAN 2021) | **CGPA:** 3.40
Major- Management Information Systems
Minor- Marketing

MAPLE LEAF INTERNATIONAL SCHOOL

O-LEVEL | 2014 | GPA: 4.30

A-LEVEL | 2016 | GPA: 2.50

CERTIFICATIONS

- Google Data Analytics Professional Certificate
- Statistics in Marketing (Meta)
- Runner-up in IUB MIS Quiz Competition
- Fundamentals of Digital Marketing (Google Digital Garage)
- Excel Skills for Business: Intermediate (Macquarie University, offered through Coursera)
- British Council Book Reading Competition (Scored 86%)

EXTRACURRICULAR ACTIVITIES

- Field survey for academia and profession
- Campus Ambassador at LORD MUN
- Senior member of IUB MUN CLUB
- Director of Security in IUB MUN 2018
- Private tutoring experience of over 3 years
- Volunteer work for JAAGO