

# CURRICULUM VITAE

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## Al-Mahmud Bin Alam

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## Career Objective

Enthusiastic and detail-oriented Web Designer with expertise in HTML, CSS, Bootstrap, Office Applications, and Data Entry. Passionate about developing responsive and visually appealing websites while ensuring efficient data management. Seeking a challenging position to contribute technical skills and creativity to a dynamic organization.

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## Education

### Diploma in Computer Science and Technology (CST) – 2026

*Institute of Computer Science and Technology, Feni Sadar Hospital Road*

### Secondary School Certificate (SSC) – 2021

*Feni G. A. Academy, Feni*

### Junior School Certificate (JSC) – 2018

*Feni G. A. Academy, Feni*

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## Work Experience

### Junior Designer – Skill-Based Information Technology

*2024 – Present*

- Assisting in web design and development projects.
- Creating responsive UI using HTML, CSS, and Bootstrap.
- Collaborating with senior designers to enhance design aesthetics and functionality.

### Office Application & Data Entry Specialist

- Successfully completed a professional course on Office Applications, enhancing proficiency in Microsoft Word, Excel, and PowerPoint.
  - Gained expertise in data entry for websites, ensuring accurate and efficient information processing.
  - Experienced in document formatting, data management, and presentation design.
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## **Skills**

- Web Design & Development (HTML, CSS, Bootstrap)
  - Responsive UI & UX Principles
  - Data Entry for Websites
  - Microsoft Office Suite (Word, Excel, PowerPoint)
  - Problem-Solving & Analytical Thinking
  - Attention to Detail & Creativity
  - Team Collaboration & Communication
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## **Certifications & Training**

- Web Design Certification – 2025
  - Front-end Development Training – 2025
  - Office Application Course Certification (Moon IT) – 2021
  - Data Entry Training for Websites – 2025
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## **Languages**

- English – Proficient
  - Bangla – Native
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