Asad Hossain Sirazi

IT Support & Specialist | Skilled in Office Applications, Web Programming, and Digital Solutions.

- Matarbari, Maheshkhali, Cox's Bazar, Bangladesh.
- 8801832591765 @ asadsirazi@gmail.com

Profiles

 asadsirazi

Summary

A highly motivated IT professional with expertise in computer applications, web programming and office management tools. Skilled in Microsoft Office, Google Workspace, and digital platforms with strong ability in troubleshooting, reporting, and data management. Experienced in both academic and non-profit sectors, with proven skills in technical training, project documentation, and multilingual communication (Bengali, English, Arabic).

Experience

Jamia Imam Muslim (R.A.)   June 2015 - May - 2017
Teacher (Arabic & Islamic Studies)   Cox's Bazar, Bangladesh.

- Taught Arabic language and Islamic subjects.
- Supervised cultural forums.
- Managed student examination results.

Al-Iman Charitable Society Bangladesh.   June 2017 – Present
Executive (Correspondence & Reporting)   Cox's Bazar, Bangladesh.

- Managing official correspondence with foreign donors.
- Preparing and submitting project reports in Arabic and English.

Al-Iman Ideal Women's Madrasah   June 2017 – Present
Lecturer (Arabic & Digital Technology)   Cox's Bazar, Bangladesh.

- Teaching Arabic Language and Islamic Studies.
- Supervising Islamic cultural activities.
- Head of the Digital Technology Department.

Education

Al-Jamiya Al-Islamia Al-Arabiyya, Gorokghata.   2019
Hadith Studies   Master's Degree

Jamia Darul Ma'arif Al-Islamia, Chittagong   2015
Arabic Language   Bachelor's Degree

References

MD ABDUL GAFFAR
Principal, Al-Iman Ideal Women's Madrasah.

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   Email: alimanmadrasah2005@gmail.com

Skills

Computer & Office Tools
● ● ● ● ●

MS Word, MS Excel, MS PowerPoint, Google Docs, Sheets, Slides, Forms.

Programming & Web Development
● ● ● ○ ○

HTML, CSS, PHP, Laravel, MySQL, Google Site, WordPress

Graphic Design:
● ● ● ○ ○

Photoshop (Intermediate), Illustrator (Intermediate)., Canva

Other Skills
● ● ● ● ●

Typing in Arabic, Typing in English, Typing in Bangla, AI tools usage, Internet research & browsing

Certifications

Web Programming (PHP & Laravel)
Ostad Online Learning Platform
2024

WordPress Customization & Development
SoftTech IT Institute
2020

Microsoft Office Applications
Bangladesh Technical Education Board
2013

Languages

Bangla
● ● ● ● ●

Arabic
● ● ● ● ○

English
● ● ● ○ ○

Urdu
● ● ● ○ ○