
ASHIQ ELAHI

ISLAMIC STUDIES GRADUATE | WRITER | EDUCATOR | IT-SKILLED

Doulotkhan,, 8300 Bhola ♦ +8801601772678 ♦ ashikelahi110@gmail.com

PROFESSIONAL SUMMARY

To contribute my skills in Islamic studies, content writing, and technology to a progressive organization. I aim to grow professionally while supporting the organization's mission with sincerity, creativity, and technical proficiency.

WEBSITES, PORTFOLIOS, PROFILES

- https://ashikelahi110.github.io/Ashiq_Elahi_Portfolio/

SKILLS

- Typing: Bangla, English, Arabic
- Microsoft Word & Excel (expart)
- Adobe Photoshop & Illustrator
- WordPress
- Basic HTML & CSS
- Artificial Intelligence Tools
- Social Media Marketing
- Accounting

EXPERIENCE

Writer, 01/2025 - Current

Maktabatul Akbar – Dhaka

- Engaged in writing, editing, and translating Islamic books and articles in Bangla, Arabic, and English
- Collaborated with Islamic scholars to produce authentic, well-researched content
- Maintained high academic and linguistic standards in all written materials
- **Managed academic records and personal files of over 500 students**
- Contributed to the planning and development of publications from concept to final release
- Part of the in-house publishing team at the library

Teaching & Administrative Service, 01/2024 - 12/2024

Madrasah – Marisha, Rangamati

- Taught various subjects with a strong focus on Islamic education
- Managed administrative tasks and maintained student records
- Provided academic, moral, and personal guidance to students based on Islamic principles

EDUCATION

Takmil (Dawrah-e-Hadith): Islamic Studies, 01/2024

Jamia Islamia Darul Ulum Madania - Jatrabari, Dhaka

- Taysir: 47th Position – Mumtaz
- Sharh-e-Bekaya: 42nd Position – Mumtaz
- Mishkat: Jayyid Jiddan
- Takmil: Jayyid Jiddan
- GPA: Average: 91%, Average: 90%, Average: 78%, Average: 78%

Hifzul Qur'an: Hifz (Memorization of The Holy Qur'an), 01/2015

Jamia Islamia Darul Ulum Madania - Jatrabari, Dhaka

SSC: 01/2015

JOYNAL ABADEN ALIM MADRASAH - Bhola

- GPA: 4.31

CERTIFICATIONS & TRAINING

Small Business Management Course (Batch 10) - As-Sunnah Skill Development Institute

Corporate Manners Seminar

Public Speaking Session

Communication Skills Development Workshop

Career Consultation Program

LANGUAGES

Bangla (Native)

Arabic (Fluent)

English (Proficient)

Urdu (Basic Understanding)

PERSONAL INFORMATION

- Blood Group: B+
- Date of Birth: 10/15/04
- Nationality: Bangladeshi
- Marital Status: Unmarried
- Religion: Islam

DISCLAIMER

I hereby declare that all the information provided above is true and complete to the best of my knowledge and belief.