CONTACT

Number: +8801601772678

Email: ashiqelahi110@gmail.com

Location: Bhola, Bangladesh

Portfolio:
https://ashiqelahi110.github.io/Ashiq_Elahi_Portfolio/

PERSONAL DETAILS

Date of Birth: 15/10/2004

Blood Group: B+

Religion: ISLAM

Marital Status: Unmarried

Nationality: Bangladesh

LANGUAGES

Bengali – Native or Bilingual

Arabic – Professional Working

English – Professional Working

Urdu – Full Professional

Hindi – Full Professional

Ashiq Elahi

IT & Digital Services Professional

Professional Summary

IT-skilled professional with strong expertise in Microsoft Office, AI tools, and WordPress, along with basic knowledge of HTML & CSS. Experienced in digital content development, financial record management, and online education support. Proven ability to integrate technology into academic and organizational workflows. Seeking to contribute technical, administrative, and creative skills to a progressive organization in the Middle East.

Skills

Office & Productivity

➢ Microsoft Word, Excel, PowerPoint (Advanced)
➢ AI Tools (Content Creation & Automation)

Web & Digital

➢ WordPress Website Management
➢ Basic HTML & CSS (Self-learned)

Typing

➢ Bangla, English, Arabic

Additional Knowledge

➢ Basic Adobe Photoshop & Illustrator (Previously learned)

Certifications & Training

➢ Small Business Management Course – As-Sunnah Skill Development Institute
➢ Public Speaking & Communication Skills Workshops
➢ Corporate Manners & Career Consultation

Experience

IT & Digital Services

Talimul Quran Was Sunnah Internet Madrasa (Aug 2025 – Present)

- Managing financial records, student data, and official reports using Microsoft Excel & Word.
- Preparing and maintaining accounts, budgets, and digital databases.
- Using AI tools for content creation, automation, and productivity.
- Designing and publishing online learning materials.
- Managing and developing WordPress-based educational website.
- Providing IT and digital support for teachers and students.

Writer

Maktabatul Akbar – Dhaka (Jan 2025 – Jul 2025)

- Wrote, edited, and translated Islamic books/articles (Bangla, Arabic, English).
- Formatted manuscripts using Microsoft Word & AI tools.
- Collaborated with scholars to ensure authentic and accurate publications.

Teaching & Administrative Service

Madrasah – Marisha, Rangamati (Jan 2024 – Dec 2024)

- Taught Islamic studies and general subjects.
- Maintained digital academic records for 500+ students using MS Excel.
- Prepared official documents and reports using Microsoft Office.
- Assisted in administration and student guidance.

Education

Takmil (Dawrah-e-Hadith), Islamic Studies – 2024
Jamia Islamia Darul Ulum Madania, Dhaka | Grade: Jayyid Jiddan | GPA: 78%

Fojilot – 2023
Jamia Islamia Darul Ulum Madania, Dhaka | Grade: Jayyid Jiddan | GPA: 78%

Sanabiya Ulya – 2022
Jamia Islamia Darul Ulum Dilu Road, Dhaka | Grade: Mumtaz (42nd Position) | GPA: 91%

Ibtidaiyyah – 2018
Jamia Islamia Darul Ulum Baitun Noor, Dhaka | Grade: Mumtaz (47th Position) | GPA: 91%

Hifzul Qur'an – 2015
Jamia Islamia Darul Ulum Madania, Dhaka

SSC – 2025
Joynal Abaden Alim Madrasah, Bhola | GPA: 4.31