

**Resume**

**Of**

**MD. ARIFUR RAHMAN**

**MAILING ADDRESS:**

KA-164/2, Kuril, Vitara, Dhaka-1229

E-mail: arifurrahama1020@gmail.com

Contact Number: +8801738262617

**CAREER OBJECTIVE:**

To attain a position in executive level in a reputed institution which will allow me to apply my knowledge and facilitate me to gain experience of the real implication of the trade world, more ever I would like to prove my potentiality through hard work and efficiency. That’s why I am candidate for the same.

**SPECIAL QUALITY SKILLS:**

SEO Specialist, Python with Django Developer, Operating System, Digital Marketing, Word Press Design and Theme Customization, Canva Design, C programming, C #, Internet Browsing, IT Support, Microsoft Office, Audio & Video Editing.

**WORKING EXPERIENCES:**

Total Years of Experience: Almost 8 .0 Years

Blossom Hotel (Pvt.) Ltd.

Position: SEO Specialist (remote) (15 Aug 2022 to still Working)

https://aussiebathroomrenovations.com.au/

Position: SEO Expert (remote) (25 Nov 2022 to 31 Dec 2023)

W. E. Top Speakers

Position: SEO Expert (remote) (21 Aug 2022 - 21 Mar 2023)

Website: https://www.karllillrud.com/

R2M Bangladesh

Position: Finance Manager (1 Feb 2022 to still working)

Blossom Hotel (Pvt.) Ltd.

Position: IT Executive (01 Dec 2019 to 30 Jan 2020)

R2M Bangladesh

Position: Finance Manager (1 Aug 2017 to 30 Nov 2019)

Genex Infosys Ltd

Position: CSA (17 June2016 to 17 June 2017)

R2M World Wide

Position: Admin Manager (23 June 2015 to 30 May 2016)

**LinkedIn:** <https://www.linkedin.com/in/cheapest-seo-expert-bangladesh/Position>

**Area of Expertise:**

SEO Expert, Python Developer, Hardware Engineer, Network Engineer/ Network Administrator

**Responsibilities/Duties:**

New Official Document create, Website, Internet, NICE Hotel Management Software, Computer Hardware ,Router ,Switch, printer, photocopy ,Data Entry, Event Designer, front desk Work, Bill Ready & Entry, Order Print Out & e-mail, Make Quotation & send by e-mail , ,Costumer management etc. ,Customer Support over Phone & face to face, official work for develop of the company. Honest, Punctual, Responsible & Hard Worker.

**ACADEMIC QUALIFICATIONS:**

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| --- | --- | --- | --- | --- | --- |
| **Exam Title** | **Concentration/Major** | **Institute** | **Result** | **Passing Year** | **Duration** |
| Bachelor of Science (BSc) | BSc in C.S. E | IUBAT-International University of Business, Agriculture and Technology | CGPA-3.20 out of 4 | 2018 | 4 Years |
| H.S.C – Higher Secondary Certificate | Science | RDA –Rural Development Academy, Bogura | GPA- 3.80 out of 5 | 2013 | 2 Years |
| S.S.C - Secondary School Certificate | Science | Dhunat N.U Pilot High School, Bogura | GPA-4.63 out of 5 | 2011 | 2 Years |

**TRANNING SUMMARY:**

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| --- | --- | --- | --- | --- | --- | --- |
| Training Title | **Topic** | **Institute** | **Country** | **Location** | **Year** | Duration |
| Python with Django | Professional Training | Creative IT Institute | Bangladesh | Dhaka | 2023 | 6 Months |
| SEO- Search Engine Optimization | Professional Training | YouTube & Different FB Group and Community | -------- | ------- | 2022 | 3 Months |
| SEO- Search Engine Optimization with Blog site Flipping | Professional Training | Ostad.App | Bangladesh | Dhaka | 2023 | 5 Months |

**SPECIALIZATION:**

|  |  |
| --- | --- |
| **Fields of Specialization** | **Description** |
| * Digital Marketing * SEO Specialist * WordPress Design * Programming Language * Python with Django Developer * Data Entry Operator (Both English & Bengali) * Switch & Router * Printer Servers * IT Support Service * Hardware & Networking * Receptionist/ Front Desk * video editing | Responsive Web Design, Web Design,  Programming Language: C++, C#, Java, Python & Django  Computer Application Program: World, Excel, Outlook, PowerPoint  WordPress Design & Development: E-Commerce site, On-Page SEO, PSD to WordPress, Blog Website  Customizing Website. WordPress website creation, including design, plug-ins, and implementation.  Operating System: Linux, Windows XP, Windows 7,8,8.1,10,11  Hardware: Assemble, Maintenance, Troubleshoot, and Repair Computer Hardware and Software. |

|  |  |
| --- | --- |
|  | Network Protocols: LAN/WAN, Switch& Router, CCTV  Digital Marketing, SEO-Search Engine Optimization, Facebook Marketing, Facebook ads, Facebook boost, LinkedIn Marketing, Sell our products via e-commerce-commerce, and other digital platforms.  Video Editing: Camtasia 9.0  Front Desk: Including handling multi-line phone systems, managing schedules, and maintaining reception and waiting areas. Hands-on skills in using applications such as NICE Hotel Management Software, Revenue MS  Office, Millennium, and Quick Books to facilitate daily office operations. |

**Extra-Curricular Activities:**

Cricket, Football, Badminton, Chess

**LANGUAGE PROFICIENCY:**

* Bengali (Mother Tongue)
* English (Fluent)
* Turkish (Conversational)

**PERSONAL INFORMATION:**

Father’s Name : Md. Habibur Rahman

Mother’s Name : Mst. Dil Afroza Begum

Present Address : Ka-164/2, Kuril, Vatara, Dhaka- 1229

Permanent Address : Vill: Fokirpara, Post: Elengi

UP: Dhunat, Dist: Bogura

Date of Birth : 25 Nov 1996

Marital Status : Unmarried

Religion : Islam.

Nationality : Bangladeshi (By Birth).

Blood Group : O+ (Positive).

**INTEREST:**

I am able to work in a team environment. I have interest on reading books and travelling also. Cooking is my Best hobby to any types of environment.

**REFERENCE:**

**Hasan Mondol**

**CFO**

**R2M Bangladesh**

**Mail: r2mbd@outlook.com**

**Contact Number: +88 01712090835**

I am able to work in a team environment. I have interest on reading books and travelling also. Cooking is my Best hobby to any types of environment.

**Declaration:**

I, the undersigned, declared that to the best of my knowledge this CV truly describes my qualifications and experiences. I perceive that any willful mistake described here may lead to my disqualification or dismissal.

**Signature Date:**

**(Md. Arifur Rahman)**