



**MD NAFIS FUAD**

## CONTACT

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## EDUCATION

### Bachelor of Business Administration

Alhaz Mockbul Hossain University College.

**Passing Year:** 2025 [ Approximate]

**Result:** CGPA – 2.89 [ 2<sup>nd</sup> Year ]

**Board:** National University.

### Higher Secondary Certificate

Govt. Shah Sultan College, Bogura.

**Passing Year:** 2016

**Result:** 4.29 out of 5.00

**Field(s) of study:** Science

**Board:** Rajshahi.

### Secondary School Certificate

Bogura YMCA Public School & College.

**Passing Year:** 2014

**Result:** 5.00 out of 5.00

**Field(s) of study:** Science

**Board:** Rajshahi.

## CAREER OBJECTIVES

For your kind information, I am a Digital Marketer. I'm writing to express my interest in working for your organization in a suitable position. I will contribute to your organization by establishing a strong network and keeping up with the newest trends and technologies which will help me to advance my skills continually. By communicating effectively and being creative, I will help grow.

## WORK EXPERIENCE

### Intellec IT

**Junior SEO Executive ( Intern )**

**16<sup>th</sup> May 2023 – 30<sup>th</sup> Sep 2023**

#### Working Activities:

- Implementing and developing SEO strategies.
- Researching the competitors, both on-site and off-site.
- Performing keyword research for content.
- Writing engaging SEO content along with the Content.
- In-Depth Web Audit & Fix Recommend Issues.
- Maintaining the website regularly.
- Analyzing the website using the analytical tool.
- Improving website performance.
- Developing and implementing link-building strategies.
- Collaborating with the Digital Marketing team.

## Training:

### Creative IT Institute

#### Professional Digital Marketing

**From to Finish date: 03/08/2022 – 30/04/2023**

#### Topics covered:

- Search Engine Marketing
- Search Engine Optimization
- Social Media Marketing
- Content Writing
- Affiliate Marketing

## KNOWLEDGE AND TECHNICAL SKILLS

- Excellent written and verbal communication skills.
- Interpersonal Communication and Community Development skills.
- Computer Skills- MS Word, MS Excel, MS Power Point, Internet Browsing.
- Strong analytical and problem-solving skills.

## REFERENCE

- References are available on request.