



SHARMIN AKTER

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- Present Address:
Mirpur 1, Dhaka
- Email:
sharmin342akter@gmail.com
- Portfolio :
<https://softwaresmothly.com/>

Hard Skills

- MS Word
- MS Excel
- Adobe
- Email Operations
- PowerPoint

Soft Skills

- Communication
- Team-building
- Organizing
- Time Management
- Analytical thinking

Co-Curricular Activities

- Traveling
- Reading
- Music

Career Objective

Experienced Digital Marketing Manager and SEO expert with proven track record of developing and directly high impact digital marketing strategies. Through this opportunity I want to serve your company as well as I want to develop my professional carrier.

Experience

SEO Expert-Freelance Project- CANDiD Decor

- Developed SEO Strategy for increasing website presence and successfully proven website ranking.
- Performed through market research and competitive analysis.
- Monitored and reported on website analytics

Business Manager- Shahnaz's Dream

May 2021- January 2023

- Spearheaded marketing campaigns to drive sales and inccreasing brand awareness..
- Oersaw day to day business operation.
- Maintain financial record and statement.

Freelance Project

As an SEO Expert and Social Media Marketing Manager

- Through marketplace and out of marketplace, Sucesssfully completed 20+ project and running some project.

Educational Qualification

**Master of
Buisness
Administration
(M.B.A)**

Institution: Jagannath university
Result: Appeared
Major Subject: Banking & Insurance
Passing Year : 2024

**Bachelor of
Buisness
Administration
(B.B.A) Hon's**

Institution: Jagannath university
Result: 3.41
Major Subject: Finance
Passing Year : 2023

**Higher
Secondary
Certificate
(H.S.C)**

Institution: BCIC College
Result: GPA 4.83 Out of 5.00
Passing Year: 2017,Dhaka board
Group: Business Studies

**Secondary
School
Certificate
(S.S.C)**

Institution: BCIC College
Result: GPA 4.61 Out of 5.00
Passing Year: 2015,Dhaka board
Group: Business Studies

Language Proficiency

- English : Reading- Intermediate, Listening- Beginner, Speaking - Intermediate, Writing- Intermediate
- Bangla : Reading- Native, Listening- Native, Speaking - Native Writing- Advance

Reference

- Name: Abu Sufiyan
Institute : Creative IT Institute
Department: Faculty Member
Email : a.sufian.cit.bd@gmail.com
- Name : Hasnain Afnan
Institute : Creative IT Institute
Department : Executive, Business Development
Email : hasnain.cit.bd@gmail.com
Phone Number : +8801958155235

Certification

Sector : Graphics Design
Institute : Coders Trust Bangladesh, Women in Digital
Year : 2020

Sector : Digital Marketing
Institute : Creative IT Institute
Year : 2022

Sector : Fundamental of Digital Marketing
Institute : Google Digital Garage
Year : 2023

Extra Curricular Activities

Volunteer Coordinator at Chayatal Bangladesh, March 2022

- **Event Coordination:** Organized field trip to Bangladesh Military Museum for underprivileged children, ensuring seamless logistics.
- **Child Guidance and Support:** Provided guidance and assistance to children during the museum visit.
- **Community Engagement:** focusing on community outreach and supporting underprivileged children's education.
- **Leadership Development:** Exhibited leadership qualities as a coordinator, ensuring the successful execution of activities.

Project Coordinator at Chayatal Bangladesh, August 2023

Coordinated a climate change event for underprivileged children, overseeing logistics and execution to promote environmental awareness and education within the community.

- Event Planning and Execution
- Community Outreach
- Collaboration
- Team Management:

Training & Workshop

Jagannath University Career Club (JNUCC)

- Workshop equipped the learners with necessary professional and leadership, digital communication, public speaking, presentation and few more -that are required to thrive in a workplace.

Personal Information

Date of birth : January 01, 2000
Nationality : Bangladeshi
Religion : Islam
Marital Status : Unmarried