# MD FAYJUL ISLAM BAPPI

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## OBJECTIVE

Results-oriented Professional with a B.Sc. in Computer Science and extensive experience in multimedia coordination and administrative leadership. Skilled in project lifecycle management—from initial design and content strategy to technical execution. Seeking to leverage strong organizational skills and a background in HRDI administration to drive success in a fast-paced environment. Looking to leverage my knowledge and experience into a role as Project Manager.

## PROFESSIONAL EXPERIENCE

**Admin Officer Intern**                                        **Mar 2024 – Jun 2024**
Global Routeway Consultancy – Shyamoli, Dhaka

- **SOP & Documentation:** Drafted and implemented Standard Operating Procedures (SOPs) to standardize workflows and organized sensitive student documentation.
- **Creative Design:** Utilize **Canva** to produce high-quality posters and visual assets for digital and print marketing.
- **Social Media Management:** Lead Facebook content strategy and community management, boosting engagement by promptly responding to inquiries and messages.
- **Student Relations:** Serve as a primary point of contact for students, providing guidance and maintaining clear communication channels.

**Student Associate**                                        **Jun 2022 – Jan 2024**
Human Resource Development Institute – Ashulia, Savar, Dhaka

- **Creative Content & Education:** Lead video editing projects and technical support; facilitate live online classes and manage social media growth.
- **Operational Coordination:** Oversee website maintenance and utilize MS Office for advanced project tracking and reporting.
- **Administrative Excellence:** Prepare complex correspondence and deliver 3+ weekly management reports; manage executive communications and visitor relations.
- **Office & Budget Management:** Direct the procurement of office inventories while strictly adhering to corporate budgeting practices.

## EDUCATION

**B.Sc. in Computer Science and Engineering,**                                        **Sep 2024**
*Graduated (CGPA – 3.37 out of 4.00)*
Daffodil International University

**Higher Secondary Certificate in Science**                                        **Aug 2019**
*Passed (GPA – 4.08)*
St. Gregory High School & College

**Secondary School Certificate in Science,**                                        **May 2017**
*Passed (GPA – 5.00)*
Armanitola Government High School

**CO-CURRICULAR ACTIVITIES**

- Volunteering for the International AWS Cloud Day Program at Daffodil International University
- Youth Leadership Bootcamp Participate and Volunteering, organized by HRDI
- Teaching Apprentice Fellowship Volunteering at DIU

**LANGUAGE**

- Bangla (Native): Excellent Command in reading, writing, and speaking.
- English: Excellent Command in reading, writing, and speaking.

**CERTIFICATES**

- Video Editing Course Certificate in HRDI
- Microsoft Excel and PowerPoint Course Certificate in HRDI
- Metamorphosis Leadership Boot Camp Participation Certificate
- Participation Certificate in TEDxDaffodilU

**ADDITIONAL SKILLS**

- Adobe Premiere Pro, Filmora
- Adobe Illustrator, Canva
- Microsoft Office Suite
- HTML, CSS, JavaScript, React.JS Basic
- AI Image Generation and Video Generation Using Multiple AI

**REFERENCES**

1. Mr. Obayed Chowdhury

   Position: Assistant Director

   Organization Name: Human Resource Development Institute

   Contact: +8801811458845

   Email: hrdioffice@hrdi.ac

   Organization Address: Daffodil Smart City (DSC), Ashulia, Dhaka-1341.