



Md. Forqan Zaki

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CAREER OBJECTIVE

To work in financial sector, as an Analyst/Executive serving values/interests of firms coinciding with my own.

EXPERIENCE

Startup Ecosystem Intern | BUILD BANGLADESH

DEC-2020 to ONGOING



KEY RESPONSIBILITIES

- Developed/Co-developed (3) websites
- Designed newsletters (5) in print and online versions
- Designed offline backdrop (2) and X-banner (3).

KEY ACTIVITY—Healthport Bangladesh

- Designed (3) brochure, trifold, leaflet, (1) booklet, (2) sticker, certificate, business card and ID card.
- Designed lead generation campaign posters, facebook and instagram specific static content.
- Developed (2) OVC's, forming information-wise, occasion-wise, and festival-wise video content.
- Designed patient and doctor specific introductional content for WhatsApp mediums and channels.
- Constructing subsidiary and channel partners promotional content
- Constructing project slide pitch decks

EDUCATION

Bachelor of Business Administration
Major in Finance

Department of Finance, University of Dhaka
Upto Last Semester | From Jan-2018 – Dec-2022

CGPA
3.40
Out of 4.00

Higher Secondary School Certificate
Business Studies

Birsreshtha Munshi Abdur Rouf Public College
From July 2015 – July 2017

GPA
4.67
Out of 5.00

Secondary School Certificate
Business Studies

Ahmed Bawany Academy School & College
From 2013 – 2015

GPA
4.72
Out of 5.00

ACHIEVEMENTS

First Runner Up
Spartans' Challenge 4.0
An Intra-DU Business Competition

Finalist
PRODIGIES 2.0
An Intra-DU Business Plan Competition

Finalist
PLAYMAKERS S04
An Intra-DU Business Case Competition

Second Runner Up
Slide Designing, Finance Fest 2019
Intra-Department of Finance Cultural Program

SKILLS

PRODUCTIVITY APPS



Financial Modeling, equity valuation, chart-graph visualization



Modern pitch deck, gantt chart, iconification, color design



Academic reports, economic article generation, start-up blog writing



STATIC VISUALIZATION



Both print and social media content generation, vector art design



Image manipulation, thumbnail design, PDF form correction



VIDEO EDITING



Short promo, interview, testimonial, audio correction, color grading



Basic promo editing, online news engagement content creation



Vector to promo animation, preset based content generation



EXTRA CURRICULAR

Former Head of IT & Graphic Design
Evolution Soccer Club
From July 2019 – March 2022

Former Associate,
IT & Knowledge Management
Voice of Business
From February 2019 – February 2021

Former Snr. Executive,
IT & Graphic Design
Utopia : Epitome of Caseology
From June 2018 – August 2022

Former Junior Member
ShARE Global Student Think Tank: DU Chapter
From September 2018 – July 2019

Former Vanguard Executive
DU Writers' Hub
From July 2018 – February 2019

Former Wordpress Development Trainee
Independent - IT
From July 2017 – December 2017

KEY RESPONSIBILITIES

- Developing online static social media content and (2) OVC' for online promotion.
- Designing offline backdrop, T-Shirt and crest.

- Revamping the website outlook.
- Managing website content implementation and social media post integration and related solutions.

- Designing online static content (i.e. infograph)
- Facilitating in social media presence, OVC development, event and logistic support.
- Conducting member recruitment.

- Preparing reports in economic analysis.
- Facilitating fully online training program on consulting for next generation of leaders.

- Building online presence via social media content ideation, generation and execution.
- Facilitating book review related campaigns.

- Developing manual coded static websites using HTML, CSS and javascript.
- Developing portfolio of WP based websites.

PERSONAL INTERESTS

Economist magazine, cattle market news cutout collection, science fiction, advance data visualization, CG Art development, 2D/3D animation, cricket and futsal

ONLINE CERTIFICATIONS

Google Data Analytics Professional Certificate
Issued by Google, availed via COURSEORA.ORG

Essential Technologies for Business, Professional Certificate
Issued by IBM, availed via Edx

REFERENCE

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