



# MD. WADUD HAITHER ADIB

**Address:** Sagorpara, Ghoramara 6100, Boaliya, Rajshahi  
**Phone:** +8801866645455  
**Email:** [adibwh007@gmail.com](mailto:adibwh007@gmail.com)

## SUMMARY

Motivated and detail-oriented professional with over 4 years of experience in IT, marketing, and customer support roles. Strong background in client communication, administrative support, and digital tools. Proficient in English and well-versed in managing back-office tasks efficiently. Adaptable to night shifts and committed to delivering high-quality service.

## WORK EXPERIENCE

### Marketing Executive, Technowren

Feb 2025 - Present

- Managed client orders, coordinated with production, and supported delivery logistics to ensure timely and efficient product supply of 3D-printed items.
- Collaborated with marketing and technical teams to align product features with customer needs, improving satisfaction and market reach.

### Assistant IT Officer, Naznins

Jan 2024 - Jan 2025

- Provided IT support for POS (Point of Sale) software, resolving system issues to ensure smooth daily operations.
- Designed promotional materials, banners, and in-store graphics to support marketing efforts, combining technical support with creative contributions.

### Graphic Designer, IT Sahi

Feb 2023 - Dec 2024

- Designed logos, brochures, and digital assets, enhancing brand identity and visibility across various media.
- Managed design projects from concept to delivery, ensuring that client specifications and branding guidelines were consistently met.

### CPA Marketing Associate, IT Sahi

Mar 2021 - Jan 2022

- Developed targeted CPA (Cost Per Action)marketing campaigns that aligned with audience interests, leading to increased engagement and conversions.
- Analyzed campaign performance data to optimize strategies and improve overall effectiveness, ensuring maximum return on investment.

## EDUCATION

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<b>Master in Business Administration</b>	<b>2021 - 2023</b>
<i>State University of Bangladesh</i>	
CGPA: 3.25	
<b>B.S.C in Computer Science and Engineering</b>	<b>2018 - 2020</b>
<i>Varendra University, Rajshahi</i>	
CGPA: 3.67	
<b>Diploma in Power Technology</b>	<b>2013 - 2017</b>
<i>Rajshahi Polytechnic Institute, Rajshahi</i>	
CGPA: 3.52	
<b>S.S.C in Science</b>	<b>2005 - 2013</b>
<i>Seroil Govt High School, Rajshahi</i>	
GPA: 4.44	

## KEY SKILLS

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- Fluent English (Written & Verbal)
- Customer Service & Client Communication
- Office & Admin Support
- Call Center Etiquette
- Microsoft Office, Google Workspace
- Multitasking & Time Management
- Fast Learner & Adaptable to Night Shifts

## ADDITIONAL INFORMATION

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- Available for full-time night shift
- Strong interpersonal and communication skills
- Quick to adapt to fast-paced environments
- Passionate about supporting operations and ensuring smooth workflows