

Curriculum Vitae

of

Md. Moissu Hasan Fahim



Contact Address:

Home #650, Hatem Kha Customs Office Mor, Rajshahi.

Mobile: 01717-405432

Email: shariarfahim59@gmail.com

Career Objective:

Looking for hard and challenging job where I will have the scope to utilize my potentiality, creativity, adaptability and form where I will be able to enhance my knowledge.

Academic Qualification:

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

- Institute Name : Shahid A. H. M. Kamaruzzaman Govt. Degree College, Rajshahi
- Board : Rajshahi
- Group : Commerce
- Passing Year : 2015
- Result : GPA-2.75

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

- Institute Name : Rajshahi Muslim High School, Rajshahi
- Board : Rajshahi
- Group : Science
- Passing Year : 2013
- Result : GPA-4.31

Professional Skills and Expertise:

➤ **Software Billing System**

- Proficient in managing and operating software billing systems, with key skills in invoicing, billing management, data entry, and basic troubleshooting.

➤ **Facebook Ad Campaigns**

- Experienced in running Facebook ad campaigns to increase online presence and engagement, with skills in audience targeting, budget management, and optimizing ads for better results.

➤ **Basic Editing Skills (Canva)**

- Experienced in creating designs and graphics with Canva for social media, marketing materials, and presentations, with skills in graphic design, layout, color coordination, and branding.

➤ **Digital Marketing (In Progress)**

- Currently building a foundation in digital marketing, focusing on social media marketing, SEO, content marketing, email marketing, and using analytics to measure campaign performance.

➤ **Microsoft Word & Excel**

- Skilled in using Microsoft Word and Excel for creating documents, analyzing data, and generating reports, with abilities in formatting, organizing data, using formulas, and creating spreadsheets.

Job Experience:

➤ Worked for 7 years (2017–2024) at a well-known boutique shop in Rajshahi.

- 1 year as sales executive
- 4 years as a branch manager
- Last 2 years as in-charge of multiple branches

Language Proficiency:

- Fluent in both oral and written communication in Bangla and English.

Personal Details:

- Name : Md. Moissu Hasan Fahim
- Father's Name : Md. Melon Hossain
- Mother's Name : Mst. Farida Begum
- Date of Birth : 10 April, 1997
- Permanent Address : Village: Kadirgonj, P. O: Rajshahi Cantonment – 6202, P. S: Boalia, District: Rajshahi
- Present Address : Home #650, Village: Hatem Kha Customs Office Mor, P. O: G.P.O - 6000, P. S: Boalia, District: Rajshahi
- Nationality : Bangladeshi (by Birth)
- NID No. : 7806728817
- Religion : Islam
- Marital Status : Married
- Gender : Male
- Height : 5'11"
- Blood Group : A+ (Positive)

Declaration:

I hereby declare that above statements are correct and complete to the best of my knowledge.

Yours faithfully,

Md. Moissu Hasan Fahim