



MD. WADUD HAITHER ADIB

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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

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

KEY SKILLS

- 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

- 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