

Redoyan Islam



Permanent Address:

District: Gazipur, Police Station: Kaliakoir, Post Office: Bashtoli-1750, Village: Shinabaha.

Present Address:

District: Rajshahi, Police Station: Rajpara, Post Office: GPO-6000, Village: Bohorompur.

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► Career Objective

Looking for a challenging role in a reputed organization to enhance my knowledge about the new and emerging trends of your company as well as utilize my skills to enhance the prosperity of the organization. I am optimistic, InshaAllah I will give my best in your company.

► Academic Details

- **Secondary School Certificate (SSC), Shinabaha High School.**

83.80%

2013

- **Higher Secondary Certificate (HSC), Govt Nazimuddin College.**

62.80%

2015

- **Bachelor of Business Administration-BBA Professional, Bangladesh Institute of Science and Technology.**

62.50%

Pursuing

► Work Experience

- **Karnaphuli Industries Limited (Honda Showroom)**

Service Supervisor

Aug 2021 - Nov 2022

Role : Delegating tasks and monitoring the team's performance. Assisting the team by performing the tasks with them. Helping with training and development. Completing paperwork (yes, there's always admin to do). Handling complaints (from both staff and customers). Helping to hire new staff, reporting to senior management / personnel when required.

Sometimes I had to manage the inventory of motorcycles, parts, accessories, and related merchandise within the showroom. I had to reorder the stock as needed to maintain optimal stock levels. This role involves maintaining accurate records, organizing storage areas, receiving and dispatching goods, and ensuring the overall efficiency of the store's inventory management. I had to receive and inspect incoming motorcycle shipments and parts.

- **Ghost Rider Station (Yamaha Showroom)**

Sales Executive and Computer Operator

Dec 2022 - Oct 2023

Role : Explain features, characteristics and quality of the products to customers. Ensure that all products are displayed in appropriate way. Ensure customer satisfaction in all aspects. Run showroom operations smoothly and ensure cleanliness of the showroom. Keep record of daily sales and report to head office. Maintain store-room and inventory as per SOP. Manage inventory in optimum level to ensure smooth product supply. Prepare stock/Inventory status report for supervisor. Prepare reports as required by the supervisor/head office. Ensure proper documentation of all necessary papers. Perform any other tasks assigned by supervisor.

Along with that, I had to maintain all the showroom accounts, staff attendance and salary sheets. Along with that, I also maintained the showroom's official page.

- **Jannat IT Solutions**

Search Engine Optimization (SEO) Expert

Nov 2023 - Feb 2025

Role : Perform SEO audits for client websites, conduct research on competitors, identify keyword optimization opportunities, and provide recommendations to enhance web page sitemaps, resulting in a 60%-120% increase in organic traffic for customers.

Coordinate with marketing teams and clients to develop SEO strategy based on Google Analytics, keyword rankings, and competitive analysis.

Grow online presence for an online retailer client by driving on-page optimizations and conducting A/B testing to analyze web page performance.

► Field of Interest

- Search Engine Optimisation (SEO), Brand Management, Marketing and Sales, Computer Operator.

► Skills

- Communication in English, Search Engine Optimisation-SEO (On-Page Optimisation, Off-Page Optimisation, Technical SEO), Computer Skills (Microsoft Word, Excel, PowerPoint), Complex Problem Solving, Creative Thinking Skills, Marketing, Negotiation, Judgment and Decision Making, Time Management, Organizational Skills.

► Strength

- Trustworthiness, Leadership, Self-Motivated and Self-Respect, Honesty, Strong Work Ethic, Dedication, Punctuality, Professionalism, Emotional Intelligence.

► Hobbies

- Travel By Bike, Workstation passion, Helping Poor People, Meeting New People, Photography and Videography, Sports, Watching Movie.

► Declaration

"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."



(Redoyan Islam)