

# Maria Rahman

Digital Account Executive at Aamra Infotainment Limited



## Contact

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## Top Skills

- Hard worker and multitasker
- Willingness to learn new things
- Have leadership, teamwork and communication skill
- Punctual, disciplined and good etiquette
- Good communication skills
- Positive thinker and quick learner

## Education

- Jahangirnagar University  
Master of English  
(2016 - 2018)
- Bangladesh University of Business and Technology (BUBT)  
Bachelor of Engineering  
(2012 - 2016)
- B.C.I.C. College  
HSC, Science  
2011
- Mirpur Bangla High school and School  
SSC, Science  
2009

## Proclamation

I sincerely say that the above information is true and correct to the best of my knowledge.

## Summary

Experienced Content and Copy Writer highly skilled in researching, writing, and publishing compelling content. Also an expert in Bulk Email, Bulk SMS and Media buying. Has also experience in working as a backend content developer of websites on a regular basis. Results-driven and have the ability to collect and analyze information, problem-solve, and make decisions. Performed well with project requirements and deadlines. Worked collaboratively with team members to meet and exceed project goals. Proficient in microsoft office tools.

## Experience

- 2 years and 5 months of working Experience at Aamra Infotainment Ltd. as Digital Account Executive

## Duties and Responsibilities

- Develop Content for digital medias
- Maintain relationships with clients
- Copy writer of both Bangla and English
- Operate & Organize Monthly Media Buying budgets for Facebook
- Experienced in backend content developer of websites
- Analyze and develop short and long term plans for new clients branding
- Guide & observe monthly Bulk SMS operations
- Guide & observe monthly Bulk email operations
- Revise & prepare content for Websites
- Prepare media buying report, monthly bills and analytical reports

## RESEARCH WORKS

- Imperishable Existence of Characters: A Phenomenological Study of Luigi Pirandello's Six Characters in Search of an Author (1921) - (MA)
- A Comparative Study between the Female Characters of The Great Expectations and The Bluest Eye - (B.A Hons)

## TRAINING & WORKSHOP

- 3 months Internship in Aamra Infotainment Ltd
- Attended the Movers Workshop about the United Nations (UN) Sustainable Development Goals (SDGs)

Sincerely yours  
Maria Rahman