

# Md. Towfik Omor Hanif

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## Objective

A highly organized and hard-working person looking to gain practical experience in a responsible role. Able to work under pressure in an effective manner.

## Academic Details

### University of Barishal

BSS in Public Administration, Appeared, 2021

### Govt. Barishal Model School & College HSC

in Humanities, 4.30, 2014

### Govt. Barishal Model School & College

SSC in Humanities, 4.13, 2012

## Work Experience

### Doinik Dokhiner Somoy

Staff Reporter, Aug 2018 - Jan 2019

## Project Details

### The Impact of Smartphone on Young Generation: Study on Barishal City

That was a research Monograph, which was submitted to the Department of Public Administration, University of Barishal as partial fulfillment of the BSS final examination 2021.

Period: Six month

## Skills

1. Web Development with Python(Django, Flask), SQLite, PostgreSQL
2. Web Design with Bootstrap, JS, CSS, HTML
3. Microsoft Office application (MS Word, Excel, PowerPoint)
4. Digital Photography

## Training Summary

Training Title	Topic Covered	Institute	Year	Duration
Human resources: recruitment and selection	Person-job fit vs Person-organization fit, Job Analysis, Organizational Analysis, Job Description, Person Specification, Recruiting & paperwork, Shortlisting, etc.	The Open University	2021	12 Hours

Project Management(Short Course)	Introduction to Project Management, Role of Project Manager, The project life cycle.	eLearning College(ELC)	2021	1 Hour
Responsive Web Design	HTML5, CSS3	freeCodeCamp	2021	300 Hours
SEO Masterclass	SEO concept, SERP concept, Search Intent, Search engine algorithm, Keyword research, Competitor analysis, On-page, Off-page & Technical SEO, Backlinking & Social media bookmarking etc.	Ghoori Learning	2021	5 Hours
Basic Photography	Light controlling, Depth of field, white balance, composition, lighting, editing	Ghoori Learning	2021	5 Hours

## Curricular Activities

### Co-Curricular

President at Badhan Barishal University Unit.

Duration: 2019-2020

### Extra-Curricular

1. Stage Performance (Acting)
2. Reciting poem

## Strength

Leadership Skills  
Effective Communications Skill  
Presentation Skill  
Focused  
Fast Learner  
Teamwork

## Hobbies

- a. Computer Programming
- b. Photography
- c. Reading Literature
- d. Writing
- e. Traveling
- f. Playing Music(Bamboo Flute)

## Declaration

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the abovementioned particulars.

## Reference

Name : Md Shirajis Shadik  
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