

Masum Ali



SUMMARY

📍 Dhaka-1216

☎ +880 1942022923

✉ Masum459299@gmail.com

SKILL

- Microsoft Word.
- Microsoft PowerPoint.
- Microsoft Excel.
- Adobe Photoshop.
- Adobe Illustrator.
- Html.
- CSS.
- JavaScript.
- Bootstrap.
- Tailwind.
- GitHub.
- React.
- Debugging.

LANGUAGE

Bengali :



English :



Hindi :



SUMMARY

Confident individual with exceptional presentation and facilitation skills. Demonstrates video editing and production expertise. Knowledgeable about Microsoft Office systems and online learning.

EXPERIENCE

Manager, 01/2019 - 07/2021

Zohir Arod – Dhaka-1216,Bangladesh

- Maintained focus and strategy when navigating unprecedented change.
- Challenged validity of expert assumptions to prompt paradigm shifts.
- Advocated for seemingly implausible theories and oversaw their implementation into established narrative.

Photo Editor, 02/2022 - 06/2022

BZM Graphics Ltd – Dhaka-1216,Bangladesh

- Created and managed portfolio of visual assets to present to clients, rendering ideas and concepts.
- Cropped, enhanced and edited pictures of varying styles to improve quality and clarity of images.

Computer Trainer, 08/2022 - Current

Create Fortune Computer Training Center - Dhaka-1216,Bangladesh

- Presented information confidently to employees, training staff on cybersecurity issues.
- Identified organizational training needs, developing bespoke training programs to address them.
- Used Microsoft Office and eLearning authoring tools to carry out training.

EDUCATION

Bachelor of Business Administration : Business Studies, 4th Year
Govt. Bangla College : Dhaka-1216, Bangladesh.

Higher Secondary Certificate : Business Studies,2018
Shaheed Police Smrity College : Dhaka-1216, Bangladesh.

Secondary School Certificate : Business Studies,2016
Adarsha High School : Dhaka-1216, Bangladesh.

Certifications

- BTEB Certified.
- SEIP Certified.
- UY Lab Certified.
- WSDA Certified.