Hello, I'm a result-driven Information Technology (IT) Professional with over 29 years industry knowledge, training & experiences working with multi-cultural, cross-functional & multi-disciplinary IT team and diverse personnels covering government, education, business, non-profit sectors world-wide. My IT-specialized experience summary listed below:

HIGHER EDUCATION in CSE	:	11 years (in a reputed state university in Russia)
PUBLICATIONS	:	1 academic book & 8 technical papers
EMPLOYMENT & ENTREPRENEURSHIP	:	13.5 years
TEACHING	:	2 years 05 months
TEACHING ASSISTANT	:	06 months
Digital Entrepreneurial RESEARCH	:	5 years in Canada
Higher Educational RESEARCH in CSE	:	6 years (acutal research hours only)
PROFESSIONAL TRAINING CERTIFICATIONS	:	5 years 5 months 24 days
PROFESSIONAL MEMBERSHIP	**:**	02 affiliations (in Canada and Bangladesh)

I'm a certified (Webmaster, Web Developer, Web/Graphics Designer & Business Consultant) with over 10 years remote digital growth agency experience supporting one-stop website services to small businesses; notable freelance IT roles were eCommerce & SEO Specialist, e Learning & Rich Media Content Developer, WordPress Developer, Online Digital Marketer since 2003. I have Canadian equivalent university degrees (1992 - 2002) with outstanding academic results specialized in Computer Systems Engineering (CSE) from a reputed state university in Moscow, Russia. Successfullly completed IT entrepreneurship training program; also five self-paced and two on-site web & graphics design certifications from Toronto, Ontario Canada; designed, developed, migrated, optimized, secured & maintained over ninety front-end/content-managed websites & social profiles in Toronto, ON Canada.

I'm a skillful, reliable and performance-focus experienced Web Professional, exceptionally capable & sincerely responsible to do the ad-hoc tasks building new sites or maintaining, troubleshooting & fixing, optimizing, securing existing websites, creating & managing social accounts; developing online reputation & brand awareness across social channels relevant to specific niche; creating partnerships with reputed brands to cultivate sales & leads; converting fans into Clients; writing, curating & posting shareable engaging contents (text, video, graphics, etc.) to the users/followers; moderating, monitoring and responding audience's comments; monitoring all social media streams to develop & implement new SMO/SEO strategies; planning, executing, monitoring, measuring, reporting & improving the performance

of social media & digital marketing campaigns; generating inbound traffic & search engine optimization (SEO); managing & improving site contents for specific audience; research & implement SaaS and marketing automation tools; perform preventative maintenance tasks and promote new & existing service offers; network & engage with opt-in subscribers and social media influencers of the social profiles; monitor, test and adopt current SMM trends & strategies; coordinating SMM activities with sales & marketing teams or freelancers.

I am a very good communicator, creative problem-solver, multilingual (English, Russian, Bengali – native), keep me up-to-date with latest methodologies, design trends and business productivity tools, etc., can learn & adopt the system quickly.

Based on my knowledge, skills, qualifications & experiences over 29 years in the IT fields, I would be great fit for the position of Director of Information Technology / Head of IT, Entrepreneur for IT Business, Director of Digital Marketing, Online Marketing Professional, Brand Manager, Market Research Analyst, Remote SEO Project Manager, Digital Marketing Specialist, Remote Digital Project Manager, IT Project Manager, IT Manager, IT Specialist, Front-end Designer/Developer, Internet/Intranet Website Designer & Developer, Web Manager, Website Administrator, Web Programmer, Web Developer, Webmaster, Digital/Web Strategist, Web Designer & Developer, Web Designer, E-Commerce Web Site Developer, PrestaShop Developer, CMS Developer, Joomla! Developer, Wordpress Developer, Drupal Specialist, Digital Media Specialist, Internet Marketing Specialist, SEO Specialist, Information Systems Specialist, e-Course Developer, Rich Media Content Developer, Interactive Media/Multimedia Developer, Web/IT Consultant, eLearning Consultant, Graphics Design Consultant, Digital Marketer, SEO/SMM Consultant, Search Engines Evaluator, Computer Consultant, etc.

Since, the job is related to my profession, I will definitely bring excellent work habits and judgment at work. I can be trusted to carry out the responsibilities professionally. In addition to my enthusiasm for performing well, I would bring the technical & analytical skills necessary to get the job done on-time.

Sincerely,

Towhid Mollah
I.T. background (Sept. 1992 – Jul. 2002) | Digital/Web/I.T. Professional since Jan. 2003

HIGHLIGHT OF QUALIFICATIONS

- Canadian equivalent *(evaluated by University of Toronto)* advanced university degrees in Computer Systems Engineering (CSE) from a reputed state university in Moscow, Russia; strong IT background and excellent academic results: Bachelor (B.Sc. Eng., 04 years hons., GPA: 4.38 of 5; thesis grade: 5 of 5), Master (M.Sc. Eng., 02 years, thesis; GPA: 4.46 of 5, TA and thesis grade: 5 of 5), M.Phil (reported, thesis grade: 5 of 5) and doctorate (awarded, GPA: 5 of 5 in three qualifying exams, PhD thesis outcomes are implemented at master discipline, etc.); S.S.C. (Science, 1st division, 77.7%, Star marks, Comilla board, secured 1st position in our school and 2nd position among all high schools in Debidwar upozilla); H.S.C. (Science, 1st division, 66.1%, Comilla board)

- IT specific 29 years' (1992 – 2021, full-time[1], day) dedication compraises of:
  - 11 years higher study in CSE discipline from the reputed state universities in Moscow, Russia
  - over 5.5 years career & IT skills advancement training (14 professional certifications) mostly in Canada
  - 5 years ICT entrepreneurial research & development (R&D) in Canada
  - successfully delivered over 90 web/I.T. projects under 27+ job titles in the government, education, business, non-profit sectors in Canada and Bangladesh
  - Over 21 years paid work experience as a corporate employee, university teacher, institutional instructor, entrepreneur & researcher in Bangladesh, Canada and Russia
  - One academic book and eight technical publications in reputed academic journals nationally (one) and internationally (seven of which one in IEEE journal)
    [1] - *full-time is calculated based on minimum 40 hours work or study weekly*

- Certified Web Professional & Senior Creative IT Director of a Canadian digital marketing agency since 2010

- Certified Business Consultant since 2011 awarded from a reputed public institution in Toronto, ON Canada

- Over 13 years senior leadership & management roles in Canada and Bangladesh

- Technically expert supporting static, dynamic/CMS websites developed with HTML/HTML5, CSS2/3, DHTML, XML, Bootstrap, JQuery/JavaScript frameworks, VB Script, Ajax, PHP, ASP, ASPX, MSSQL, mySQL, Flash, WordPress, Joomla!, Drupal, PrestaShop, etc.

- Over 10 years experience supporting website services categorized in web design, development and maintenance (WordPress, PrestaShop, Joomla!, PHP, HTML5, CSS3, Bootstrap, JQuery/JavaScript Frameworks, etc.), Website redesign & Migration, SEO (SEO Audit, Keyword Research, On-Page Optimization, Google Webmaster/Seach Console, Web Site/Landing Page/Page Speed Optimization, Search Engine Position, Page Rank, Website Testing, etc.), SMO (Facebook, Twitter, Google Plus, LinkedIn, Pinterest, etc.), Email Marketing (Constant Contact, MailChimp, dotMailer, PHP-list, etc.), local business listings, web analytics (Google Analytics, etc.), rich media e-learning and graphics design

- Over 10 years website maintenance experience including monitoring, troubleshooting and fixing websites errors, bugs and other security threats including hacking, brute force attacks, spyware/malware/viruses/trojans/back doors, denial of service etc.; installing/configuring/ updating/upgrading plugins/extensions/components, themes/ templates, applications, contents etc.; setup site analytic tools for effective use; improving/optimizing landing pages, responsiveness, conversion goals, etc.; creating, maintaining and implementing site backup, recovery and restore schemes as require; creating hosting for new domains/sub domains including databases; integrating/ installing 3rd party tracking software/code (Google Analytics, Facebook, etc.); managing/integrating the 3rd party hosted services and other SAAS services like CRMs, Telephony, Live Support, etc.

- Over 10 years experience working with shared hosting and cPanel : managing hosting and domain name services including internal/external websites, domains, sub domains, emails and forwarders, FTP accounts, databases and users, mailing lists, backups in the same server or remote locations like Dropbox, Google Drive, etc., managing DNS records of domains/sub domains, creating/granting/ revoking users and roles for websites,

emails, FTPs, databases, etc.

- Over 5 years experience optimizing the hosting and websites for maximum performance, speed and efficiency

- Over 10 years experience working as a developer and operational leader in contract management, negotiation, cost control, business process development, project estimation, demonstration & implementation, etc.

- Over 5 years experience developing essential relationships with vendor partners, managing a multi-channel, multi-language support centre, etc.

- Over 3 years experience writing RFP, tchnical documentation, how-to tutorials, website contents, etc.

- Over 2 years customer service skills over the phone, walk-ins, via email, CRM, help-desk, resource and time management tools at Humber College, Univeris Corporation, TV Ontario, ObusForme, etc.; Technology Change Management training and AODA Customer Service Standards certificate at Humber College, Toronto, ON Canada

- 148 hours web/I.T. Instructor role at Hi-Tech Institute, Canada

- Solution provider for Constant Contact products (Email, Social Campaigns, Offers, EventSpot, Survey)

- List of professional training certifications completed successfully are listed at https://www.mmollah.digital-systems.ca/doc/cert-training.pdf

- Proficient of using business productivity tools and computer applications listed at https://www.mmollah.digital-systems.ca/computer-skills

- Over 10 years experience supporting WordPress sites listed at https://www.mmollah.digital-systems.ca/doc/wordpress-websites.pdf ; typical WordPress site designed, developed & maintained from concept to launch explained at https://www.mmollah.digital-systems.ca/doc/project-strength.pdf ; typical WordPress site maintenance support performed are explained at https://www.mmollah.digital-systems.ca/doc/change-com-projects-support.pdf

- Clients sites delivered over 15 years in other web platforms are listed at
  https://www.mmollah.digital-systems.ca/doc/list-of-websites-developed.pdf

- Social portfolio works can be viewed at
  Yelp company profile at http://www.yelp.ca/biz/digital-systems-toronto
  Google+ company profile at https://google.com/+Digital-systemsToronto
  Twitter company profile at http://twitter.com/dsystems11
  Facebook personal profile at https://www.facebook.com/mollahmuhammad
  Facebook company profile at https://web.facebook.com/digitalsystemsca
  LinkedIn personal profile at https://www.linkedin.com/in/muhammadmollah
  LinkedIn company profile at https://www.linkedin.com/company/digitalsystems

- Solid project development & time management skills from concept to launch; typical
  CMS works can be viewed at https://www.mmollah.digital-systems.ca/doc/bils.pdf

- Categorized portfolio works can be viewed at https://www.digital-systems.ca/portfolio

- Good graphics design skills with the ability to prepare rough drafts and present ideas,
  produce creatives, develop new design concepts, graphics and layouts

- Good negotiation skills with the ability to create and administer a task priority list based
  on company needs

- Great leadership, managerial and training skills, judgment, tact and discretion

- Strong aptitude for verbal & written communication, presentation and relationship
  development with the ability to develop & implement successful strategic plans

- Strong change management and leadership skills with cross-functional teams and
  departments, and others remotely

- Excellent communication and presentation skills to present project materials to large
  groups of people, partners, executives, and others

- Exceptionally critical thinker and problem solver with the ability to work in a fast-paced,
  hyper-growth environment

- Love to work, and enjoy contributing ideas and sharing thoughts, while working

- Flexible, proactive, resourceful, trustworthy and efficient, with a high level of professionalism and confidentiality

- Good decision-maker, punctual, professionally organized and detail oriented

- Strong work ethics, open to constructive criticism, learn & adopt the system quickly

- Result-driven, multi-tasker to complete the tasks as quickly & accurately possible

- Enthusiastic in producing top quality work to satisfy the customer's needs

- Enhanced social skills to work collaboratively & respectfully with diverse audience

- Excellent communication skills in English, Bengali (native) and Russian

- Dual citizen - Bangladeshi by birth and Canadian by naturalization

- Adaptable, responsible and reliable, flexible with work schedules, available immediately

TECHNOLOGY SKILLS

Web Agency Skills

10+ years experience supporting website services categorized in web design & development, website maintenance, website redesign & migration, search engine optimization (SEO), email marketing, social media marketing (SMM), local business listings (LBL), web analytics, open source development, rich media development, graphics design, web design & digital marketing training, business acumen, integrity and compliance, collaboration, sense of urgency, strategic thinker, result driven, leadership, decision making, ability to simplify, etc.

Skills in Web Development

Web Development, Site Improvement tools, Site performance, Google Analytics, WCAG 2.0, Quality assurance, SEO, SEM, Google Tag Manager, Google Data Studio, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, Adobe Dreamweaver, MailChimp, HTML5/HTML, CSS3/CSS2, Javascript, jQuery, Bootstrap, PHP, WordPress Development, eCommerce & Shopping Carts, Thought Leadership, Multitasking, Creative Brief, etc.

SEO & Social Skills

Site Maintenance & Optimization, Website Analytics, Website Management, Website Testing, Website Monitoring, Social Media Management, Social Media Campaigns, Google Tools (GA & GSC), HTML + CSS + JavaScript, Keyword Research, Link Building, Technical SEO, On-page SEO, Mobile SEO, Local SEO, A/B Testing, SEMrush, MOZ, ahrefs, Screaming Frog, Brightedge, Raven, Majestic, Spyfu, HubSpot CRM, Marketo, Project Management Software, Communication Skills, Critical Thinking, Self Starter, Attention to Detail, etc.

eCommerce Skills

eCommerce SEO, Website marketing, Website management, eCommerce marketing campaigns, Increasing rankings and traffic through eCommerce SEO, Optimizing landing pages to increase sales, Optimizing product pages for greater visibility in search engines, Running paid campaigns on Google, Facebook, and other channels; Dealing with email marketing funnels, Running up-selling and cross-selling campaigns, Amazon, WooCommerce, PrestaShop, Leadership, Communication, Time Management, Networking, Quick Learner, Stress Management, etc.

Skills in Marketing & Sales

Social Media Marketing, Email Marketing, Facebook Advertising, SEO (Search Engine Optimization), Content Marketing, Marketing, Sales, Lead Generation, Market Research, Branding, Energetic, Target Oriented, etc.

Skills in Design & Multimedia

Photoshop, Graphic Design, Web Design, Photography & Photo Editing, Logo Design, Illustrator, Brochure & Flyer Design, PSD to HTML, UI Design, InDesign, Digital Design, Problem Solving Skills, Collaboration, Multitasking, etc.

Skills in Business Consulting

Project Management, Accounting, CRM (Customer Relationship Management), Business Analysis, Business Operations, Quickbooks, Business Consulting, Business Strategy, Payroll, Business Plans, etc.

Skills in Admin (Virtual Assistants)

Data Entry, Customer Service, Microsoft Office, Virtual Assistant, Email Handling and Management, Research, Technical Support, Chat Support, Excel, Admin, etc.

Skills in Database & IT

MySQL, Website Management, WordPress Administration, Database Administration, Google Drive, SQL, Linux & Unix Administration, Data Mining, PDF to Word, Microsoft SQL Server, etc.

Quiz result of my Communication Style at https://www.workitdaily.com

"Calm and reserved. Are tactful and cautious in sharing thoughts and feelings. Prefer facts and figures over 'gut' instinct. Take time making decisions to ensure thorough review of all options. Don't like sharing personal life too extensively. Prefer professional relationships over friendships at work. Non-confrontational and prefer to work alone."

WORK EXPERIENCE

Technical Director, Digital Systems (https://www.digital-systems.ca) Toronto, ON
Dec 2010 - Present

From Apr. 21, 2017 to Oct. 13, 2017 (on-site, full-time), worked as a Digital Marketing Specialist at Danforth Carpet Connection Toronto, Ontario:

- Redesigned & redeveloped company website http://danforthcarpet.com with front-end technologies (HTML5/PHP/CSS3/Bootstrap/JQuery/JavaScript Frameworks) along with marketing communication messages through its over 100 pages (built-from-scratch website based on FloorPress template at https://html.webinane.com/floor-press). Final results can be viewed at http://danforthcarpet.ca . Service include individual page-layout design & demonstration, cross-device and cross-browser compatibility troubleshoot & fix errors, site contents & code optimization, commercial & open source scripts integration to enhance or improve site functionalities, keywords research & on-page search engine optimization, graphics design & stock image manipulation, development of site structures & templates, improvement of navigational structure & internal linking between pages, demo page implementation with suggested contents, regular contents

deployment online (via FTP or cPanel) for review, development of new / existing landing pages locally with pre-existing or demo contents as requested by interior designer or business owner, daily local server site backup, local business listings, etc.

- Troubleshoot and fixed multilingual (English and Spanish) site functionality and contents on a Joomla! 3 site at http://www.wieland-safety.com, 32.5 hours, home-office (Toronto, ON M1N 1J4), Sept. 29 – October 10, 2016

- Redesigned & maintained front-end to WordPress website for OpenStream Design at https://openstreamdesign.com using default theme, home-office (Toronto, ON M1N 1J4); August – October 2016

- Performed WordPress WooCommerce UPS shipping integration at http://technotemp.ca, home-office (Toronto, ON M1N 1J4), June 12 – 24, 2016, Leafcom Corporation

- Designed, developed, maintained dental website at https://holisticdentalhealth.ca with WordPress premium theme, home-office (Toronto, ON M1N 1J4); June – July 2016

- Performed custom event website development & maintenance service at http://armkeilusergroup.com, Joral Technologies Inc., home-office (Toronto, ON M1N 1J4); February 2016 – April 2016, August 11 – 12, 2016

- Provided photography website development service (in WordPress WooCommerce platform) for an individual Photographer, home-office (Toronto, ON M1N 1J4), Nov. 2015 – Jan. 2016

- Performed PrestaShop redesign & migration service (installed, customized, integrated, optimized & re-configured corporate e-Commerce website) for an embedded hardware & software marketplace at http://theembeddedshop.com, Joral Technologies Inc., home-office (Toronto, ON M1N 1J4); October 2015 – January 2016, August 03, 2016, November 17-18, 23, 24, 2016

- Restored, redesigned & redeveloped, migrated & integrated online geneology application from PhpGedView 4.3 & Joomla 1.5 site to Webtrees 1.7.7 & Joomla 3.4 at http://woodrufffamilytree.com for a Client of Devlin Digital Inc.; home-office (Toronto, ON M1N 1J4); 305 hours; Nov. 2015 – Dec. 2015 and Mar. 2016 – May 2016

- Provided WordPress website maintenance support for Change Communications Ltd websites http://change-broadband.com, http://change-tv.com, http://changecom.ca, home-office (Toronto, ON M1N 1J4), June - July, 2015, details at https://mmollah.digital-systems.ca/doc/change-com-projects-support.pdf

- Performed WordPress specific doctors directory listing website development services at http://doczone.ca, Whitehead Agency Group Inc., home-office (Toronto, ON M1N 1J4), 24 hours, May 28 - June 06, 2014

- Provided front-end website maintenance support for Society of Internet Professionals website at http://sipgroup.org, home-office (Toronto, ON M1N 1J4), 43 hours, August 08 - 24, 2013:

  - Reviewed and improved existing site template, implemented in home page
  - Removed heavy redundant HTML code including font, white space and nested tables
  - Converted HTML tags and incorporate them into CSS file to control entire site
  - Replaced JavaScript based vertical menu with CSS drop down horizontal menu bar
  - Produced small graphics and social media icons for the left vertical menu bar
  - Deployed and tested home page in major browsers
  - Reported site owner about the errors found with W3C HTML and CSS validation tools
  - Provided training support and suggestions over the phone, via Skype and email
  - Improved the HTML and CSS codes apply in redesign template and tested with W3C validation tools to check cross-browsers compatibility (removed unnecessary HTML tags and added CSS classes instead, removed all expired meta tags and implement effective meta tags with improved meta contents following search engines guidelines, added SEOfriendly tags for all images and tiny background images in

body and footer section, etc.)

- Replied emails with suggestions and answered phone calls on various issues
- Troubleshoot and solved other given assignments including fixing corporate sponsors page quickly and developed a web-optimize sample template for demo purpose
- Provided service quote based on new job requirements (Aug. 22, 2013)

- Performed website maintenance service to H2 Communications, Toronto, 3 hours, Mar. 05, 2013

- Provided web development tutorial support (login management system, XAMPP 1.7.3, phpMyAdmin, PHP, MySQL) to 11 grade high school student, Aurora, 6 hours, Feb. 3 - 10, 2013

- Performed content updating support for Baycrest Intranet website developed with ASP, Toronto, 21 hours, Nov. 2012

- Redesigned and migrated BILS website at http://bloorinfo.org (old website: http://bloorinfo.org/oldsite), 425 hours, home-office (Toronto, ON M1N 1J4), Feb. - Apr. 2012

- Provided content migration support for newly redesigned Ontario Teachers' Pension Plan Intranet website developed with custom PHP and responsive web design technology, Toronto, 127 hours, January 2012

- Performed WordPress and custom PHP based websites maintenance support at http://ourkids.net and http://camps.ca, Our Kids Media, Mississauga, 104 hrs, Sept. 12 - Oct. 6, 2011

- Researched, planed, developed & promoting company (https://digital-systems.ca)

From Jan 2009 to Jan 2010 (on-site, full-time), worked as a Client Service Agent/Support

Technician at Humber College, Toronto, Ontario:
- Served media studies students, staffs and faculty members with digital equipments, resource management and other web-based applications
- Performed level-1 IT support over the phone, walk-ins, via help-desk software
- Provided printing support/troubleshooting, repair and maintenance tasks daily
- Assisted Clients in equipment bookings & signing out using resource management
- Performed daily preventative maintenance activities on computer labs
- Initiated, designed and developed music website at http://prizalrecords.com

From Nov 2006 to Apr 2007 (on-site, full-time), worked as a Jr IT Support & Infrastructure Administrator at Univeris Corporation, Toronto, Ontario:
- Created new employee user accounts and wrote articles on knowledge base portal
- Used internal web-based time keeper and CRM applications daily basis
- Setup employee network credentials (workstation, phone, email, security access)
- Troubleshoot network printers, scanners, monitors, LCD projectors; upgraded computer parts, ghosting, burning, spam filtering, data backup/recovery, outlook settings, inventory records, computer peripherals/drivers warranty & maintenance
- Assisted Sr. Network Administrator and all other staff as required

From Feb 2006 to Jun 2006 (on-site, full-time), worked as a Jr. Web Programmer/Support at ObusForme Ltd, Toronto, Ontario:
- Updated, integrated, monitored, deployed corporate e-store http://obusforme.com
- Created a database to keep records opt-in/out e-mail list
- Effectively imported/troubleshoot EDI orders and prepared weekly selling reports
- Re-touched & manipulated images and graphics site wide
- Provided IT support to internal staffs in a prompt and professional manner

From Sep 2005 to Nov 2010, worked as a Web/IT Consultant, Toronto, Ontario:

Senior Consultant, Digital Plus, Toronto, Jan. 2010 – Nov. 2010
- Provided CMS migration, website maintenance and SEO services for http://fixmypics.ca,

http://globalpaytech.com, http://thevisionaires.com and http://pstrength.digitalplus.ca

IT Consultant, 148 hrs, Hi-Tech Institute, Toronto/Mississauga, Aug. 2006 – Jul. 2010
- Taught Adobe Flash CS4: Action Script 3, Adobe Illustrator CS, MS Office Excel 2003, CorelDraw 12, Adobe Framemaker 8.0, Adobe InDesign CS2, QuarkXPress 6, Web Design (HTML 4.0, Photoshop CS2, Dreamweaver MX, Flash MX) to course participants
- Developed student evaluation tool for Adobe Flash CS4: Action Script 3 course at http://dportfolio.digitalplus.ca/portfolio/quiz/flas3
- Developed power point presentation and project demonstration materials, course assignments and multiple-choice exam questionnaires for each course
- Strictly followed instructor guidelines & standard course manuals provided

Provided website maintenance support at http://omarisuf.com, Toronto, Nov. - Dec. 09

Designed & developed sample website for a realtor at http://yh.digitalplus.ca, Nov. 08

Service desk Support, 64 hrs, TV Ontario, Toronto, Apr. 2 - 11, 2008
- Provided Tier 1 Support to staffs over the phone, email and via help-desk tool

Web Development Specialist, Dot Internet Solutions Inc., Toronto, Oct. 07 – Jan. 2008
- Performed various web services for http://xeneca.com, http://ddpoultry.com, http://mcgrawfallspower.ca, http://newsite.wowhosting.ca websites. Service included coding based on graphics layout, graphics creation and manipulation, contact form and e-newsletter scripts integration, copy writing and SEO

Provided website updating support at http://stouffvillecollege.ca, Toronto, Sep. 2007

CSS Programmer, Mobile Momma Multimedia Corporation, Toronto, Sep. 2007
- Performed layout development, troubleshoot and fixed CSS issues for http://www.mobilemomma.com

Front-end Web Programmer, janievera.com (classified), Toronto, Feb. – Jun. 2007
- Redesigned, created graphics, modified code, tested and uploaded contents

HTML/CSS Programmer, Terida Systems Inc., Toronto, Feb. 2007

- Sliced & coded pages according to layout, tested finished pages in major browsers

Web Programmer, CanWest Interactive, Toronto, Sep. 2005 – Oct. 2005

- Involved with canada.com front-end re-development team
- Coded pages based on wire-frame layout
- Cut and paste content from/into HTML pages and modified CSS as necessary
- Tested finished pages in I.E. 5.5/6, Firefox 2 and Safari
- Deployed approved/finished pages to a secure server

From Aug 2003 to Mar 2005 (on-site, full-time), worked as a Senior Engineer at Institute of Computer Science (ICS) of Atomic Energy Research Establishment (AERE) of Bangladesh Atomic Energy Commission (BAEC), Ganakbari, Savar, Bangladesh:

- Supervisor, course coordinator & resource person, technical reviewer
- Coordinated & taught to internal staffs and college students, wrote manual and developed websites for 'Web design and networking' courses
- Created Compact Disk Management System using MS Access 2000
- Supervised university graduate students setting up a local network with Linux/Windows
- Supervised staffs performing tech support and request fulfilment services

From Jan 2003 to Jul 2003, worked as an IT Consultant, Dhaka, Bangladesh
Taught following computer disciplines to university graduates and College Teachers at the People's University of Bangladesh (PUB), Ahsanullah University of Science and Technology (AUST) and Bangladesh University (BU):

- E-commerce & Business Computing (4 credits, 8th semester), Computer Fundamentals (4 credits, 3rd semester), Theory of Computation (3 credits, 3rd semester) and Data Communication (3 credits, 3rd semester) to university graduate students
- Performed computer training workshop at PUB to College Teachers

EDUCATION

Canadian equivalent bachelor, master and doctorate (Ph.D.) degrees in Computer Systems Engineering received from Moscow State University of Communication Means (MIIT), Russia:

- Jul 2002 - Sep 1998: Doctorate (PhD) degree; Major: Telecommunication Technologies and Computer Networks; Thesis title: 'Evaluating the Internet search engines quality applicable to efficiency of branch tasks solution'

- Sep 1996 - Jan 1998: M.Sc. Eng. (thesis) degree; Major: Computers, Computer Complexes, Systems and Networks; Result GPA = 4.46/5; Thesis Grade: 'Excellent'; Thesis title: 'Development of a regional computer network on the basic of ISDN technology'

- Sep 1992 - Jun 1996: B.Sc. Eng. (hons.) degree; Major: Informatics and Computer Techniques; Result GPA = 4.38/5; Degree Grade: 'Excellent'; Title: 'Comparison of data link layer protocols to efficiency of the data transmission of the Global Computer Network'

CERTIFICATIONS / TRAINING

- Web Master Stream, Certificate, Accredited member of the Society of Internet Professional (SIP), Toronto, Canada, 2011
- Eight weeks Entrepreneur Program, Certificate, Centennial College, Toronto, Canada, February 2011
- Technology Change Management Training, workshop, Humber College, Toronto, Canada, November 2009
- Accessible Services for Colleges Customer Service Standards course, Ontarians with Disabilities Act (AODA), Certificate, Humber College, Toronto, Canada, September 2009
- Web Development with CSS, Dreamweaver MX: Level I & II, Flash MX: Level I & II, Self-paced online course, ElementK, Toronto, Canada, 2007
- Enhanced Language Training for Foreign Trained Teachers, Certificate, Riverdale

Immigrant Women's Centre, Toronto, Canada, 2006

- Pre-Employment Development Workshop, Certificate, Parachute Community Employment Centre, Toronto, Canada, 2005
- Web Developer and Graphic Designer, Certificate of Achievement, Web Systems Int., Toronto, Canada, 2005
- Implementing CSS 2.0 in CanWest Global Templates, Certificate of Excellence, Online Business System, Toronto, Canada, 2005
- Basic Computer Networks, Certificate, Institute of Information Technology, 'A' grade, Dhaka, Bangladesh, 2003
- Postgraduate Trainee; Thesis title: 'Learning of modern advanced Internet information network technologies', Dept. of Computer Science & Engineering; Major: Telecommunication Technologies and Computer Networks; Moscow State University of Communication Means (MIIT), Moscow, Russia, February 1998 – August 1998
- Academic Methodical and Computational training on Programming Language (Pascal 7.0), Moscow State University of Communication Means (MIIT), Moscow, Russia, result: 'Excellent', 1996 – 1997

COMMUNITY VOLUNTEER SUPPORT

Website Maintainer   sipgroup.org   Aug. 2015, Apr. - Jun. 2016
- Developed SIP specific CMS Web Design discount package plan
- Performed event-specific banner adjustment service for 18th SIP anniversary

Mentor   mentorcity.com   Aug. 2014 – Oct 2017
Providing e-mentoring support to skilled Immigrant on effective job search techniques of their profession and skill development strategies

Mentor   The Mentoring Partnership, TRIEC   Oct. 2011 – Oct 2017
Performed one-on-one e-mentoring support to skilled Immigrants with diverse backgrounds. Mentees are from Skills for Change, JVS Toronto, York University, COSTI

IT Tutor   **UniversityTutor.com**   **Feb. 2013**

Solved website related assignments of Master's program (analysis of ccTLD, WHOIS info, Alexa site traffics, demographics, analytic data, etc.), university student, Home-office, 15 hours, Feb. 4 - 8, 2013

Job Interviewer, Nov. 30, 2012 (on-site, 10:30am - 11:30am), McMaster University, Hamilton

- Performed MAC10 mock interview session with two final year students, Job Shadow Program, Student Success Centre

Joomla Developer, Apr. 2012 – Dec. 2013 (remotely from M1N 1J4), Exim Promotion Inc., Toronto

- Designed & developed business website at http://eximpromotion.com, and providing site maintenance support. Service include logo design, image manipulation, content-specific header and template customization, modules position tweaking, integration of drop-down menu, pdf/docs viewer & social media profiles, etc.

Wordpress Developer, Feb 2012 – Oct 2017 (remotely from M1N 1J4), 7 Steps Dental Health, Toronto

- Redesigned & migrated front-end website (http://book.7stepsdentalhealth.com) to WordPress at http://7stepsdentalhealth.com and providing maintenance support

IT Pro bono Consultant, July 2005 – Dec. 2015 (on-site and remotely from M1N 1J4), United Way Toronto & York Region

Provided website and computer support services to the member agencies:

- Analyzed IT maintenance quotes and provided guidelines to choose cost-effective IT Vendor(s), researched & recommended IT infrastructures needs; Second Base Youth Shelter (SBYS), http://www.secondbase.ca, Client location and remotely (Toronto), 50 hours, May - June 2013

- Reorganized contents & site structures; Redesigned & migrated a front-end website to Joomla! at http://symewoolner.org, trained a staff to maintain the site, Syme Woolner Neighbourhood & Family Centre, Client location and remotely (Toronto), 185 hours, Mar. 2011 - June 2012

- Performed WordPress website maintenance support and training for http://ccvt.org website, Canadian Centre for Victims of Torture, Client location (Toronto), 40 hours, Feb. 2012 - Mar. 2012

- Analyzed community based database software developed in MS Access 2000 and made recommendations at Flemingdon Neighbourhood Services, http://fnservices.org, Client location (Toronto), 2 hours, July 28, 2005

Wordpress Developer, July - Sept. 2010 (remotely from M1N 1J4), VTP Productions, Toronto

- Redesigned and migrated a front-end website (http://pstrength.digitalplus.ca/oldsite) to WordPress named 'Project STRENGTH' at http://pstrength.digitalplus.ca, maintained and trained a staff (547 hours, redesign and maintenance support up to Nov. 2012)

Web & SEO Intern, May – July 2010 (remotely from Bangladesh), Mousseau Media, Toronto

- Performed website maintenance & SEO support for a PHP-based website named "Golden World Cup" at http://www.thegoldencup.ca: updated game schedules in PHP pages of 32 countries; created & integrated Flash audio player, vertical flash photo slide show scroller with pop up contact forms and news ticker with pop-up flyer/poster; tested pages in IE, Firefox and Safari, created META tags, fixed CSS issues, optimized landing pages for Search Engines, made recommendation to improve site performance and design; best practices on Game Locator scripts and video conversion

Joomla Developer, Jan. 2009 – July 2011 (on-site and remotely from M1N 1J4 / Bangladesh), Prizal Corp., Brampton

- Initiated, designed, developed and maintained Joomla! website at http://prizalrecords.com

IT Volunteer, June – July 2005 (on-site, 42 hours, Jun. 24 - Jul. 12, 2005), CICS Ontario, Toronto

- Performed IT support at Centre for Information and Community Services of Ontario (CICS), http://cicscanada.com

AWARDS AND HONOURS

- Postdoctoral (DSc) Scholarship
  Awarded Russian Government Scholarship for Postdoctoral (D.Sc) study & research at Moscow Power Engineering Institute (Technical University) – MPEI (TU), Moscow, Russia; 2002-2005

- Doctoral (PhD) Scholarship
  Doctoral (PhD) Scholarship funded by Moscow State University of Communication Means (MIIT), Moscow, Russia, 1998-2002:
  a) Certificate of Achievement
     thesis outcomes are used in the academic program (practical training and lectures) of 'Computer Networks and Telecommunications' discipline of the Computer Science & Engineering department of Moscow State University of Communication Means (MIIT), Russia, 2002. Methodical training aids (academic book) are published on an electronic medium.

  b) Development of knowledge-base specialized web portal
     researched, designed, developed & maintained scientific/technical web portal dedicated to rail-road professionals

  c) Technical Publications
     research topic oriented one academic book (methodical training aids) and four articles were published within this deration as listed publications section of technical papers.

- RBCCI Scholarship

Awarded Russia-Bangladesh Chamber of Commerce & Industry (RBCCI) scholarship for success in study, Moscow, Russia; October 1999-2000

- Rapid Reading Program
  Received acknowledgement in competitive 'Rapid Reading Program', World Literature Centre, Bangladesh, 1988

- **High School talent (1st Grade) scholarship**
  Awarded High School level talent (1st Grade) scholarship for outstanding results (star/honours marks) in board exams, Comilla Board of Secondary Education, Bangladesh, 1987

CREDENTIALS EVALUATION REPORT

Canadian equivalent bachelor, master and doctorate (Ph.D.) degrees in computer systems engineering, evaluated by World Education Services Canada (www.wes.org)

RESEARCH & DEVELOPMENT

- Over seven years experience on 'Development of digital marketing business for north american market', 2010 - Present
- One year Post doctoral (D.Sc) study and research on 'Problem-oriented ranking methodology for Internet Information Services', 2002
- Three & half years doctoral (PhD) study and research on 'Evaluating the Internet search engines quality applicable to the efficiency of branch tasks solution'; 1998 - 2002
- One year research training on 'Learning of modern advanced Internet information network technologies', 1998
- One & half year's postgraduate (M.Sc) study and research on 'Development of a regional computer network on the basis of ISDN technology', 1996 - 1998

PUBLICATIONS

Academic book:

Estimation of the Internet Search Engine Quality applicable to efficiency of branch tasks solution (in russian), pp. 138, Moscow, Russia, 2002.

Technical Papers:

1) Mollah Md. T.H. Formal user methodology to evaluate Internet search engines quality. IEEE TENCON 2003, Indian Institute of Science, Bangalore, India, Oct. 15-17, 2003, Vol. 2, Web Technology & Data Mining, pages 683 - 687, 2003

2) Mollah Md. T.H., Biryukov D.V. A specialized scientific & technical web portal for rail-road professionals (http://railresource.narod.ru), Transport, Scientific and technical journal of All-Russian Scientific and Technical Information Institute of Russian Academy of Sciences (VINITI), Ministry of Industry, Science and Technologies of the Russian Federation; Moscow 2003 (in russian), (reported on International scientific and technical conference 'A week of science-2001, Moscow', MIIT, Ministry of railway transport of the Russian Federation, Remarks: best paper)

PROFESSIONAL MEMBERSHIPS

- Accredited Member, Web Master Stream, Society of Internet Professionals (SIP), Toronto, July 2011
- Member of the Council for Access to the Profession of Engineering, Toronto
- Life Member of the Institution of Engineers, Dhaka, Bangladesh

RECOMMENDATION LETTERS

- Mr. Max Haroon, Founder, Life Transformation Institute
- Mr. Ravi Kumar, Director, Exim Promotion Inc.
- Ms. Slava Gutkowska, Mentoring Coach, Costi / The Mentoring Partnership, TRIEC
- Ms. Joelle Reid, Mentoring Coach, York University / The Mentoring Partnership, TRIEC
- Ms. Melanie Coleman, Mentoring Coach, JVS Toronto / The Mentoring Partnership,

TRIEC

- Mr. Sean Bobbato, Art Director, FixMyPics.ca, Toronto, Canada

- Ms. Jane Iwenofu, CEO, Janievera, Toronto, Canada

- Mr. Dima Stelmakh, Vice President, Technology & Architecture, Univeris Corporation, Toronto, Canada

- Mr. David Groff, Creative Director, CanWest Interactive Inc., Toronto, Canada

- Mr. Richard Staple, President/CEO, Prizal Corporation, Brampton, Canada

- Ms. Niki Leach, Executive Producer, VTP Productions, Toronto, Canada

- Mr. Greg Mousseau, President and Founder, Mousseau Media, Cayuga, Canada

- Ms. Sandy Chiang, Volunteer Coordinator, Centre for Information & Community Services, Toronto, Canada

- Ms. Susanne Feeley, Employment Counsellor, Parachute Community Employment Centre, Toronto, Canada

- Ms. Selina Tejani, Employment Consultant, Job-Start Employment Services, Toronto, Canada

- Mr. Biswajit Bardalai, Administrative Assistant, East Toronto Newcomers Program, Neighbourhood/Senior Link, Toronto, Canada

- Dr. Madhabi Islam, Director & Chief Scientific Officer, Institute of Computer Science, Atomic Energy Commission, Dhaka, Bangladesh

- Mr. Quazi Azher Ali, President & Vice-Chancellor, Bangladesh University, Dhaka, Bangladesh

- Prof. Dr. A. K. Kamal Uddin, Head of Computer Science and Engineering, Ahsanullah University of Science & Technology, Dhaka, Bangladesh

- Mr. Md. Mujibur Rahman, Chairman & Associate Professor, Dept. of Computer Science, The People's University of Bangladesh, Dhaka, Bangladesh

- Mr. Md. Shamsul Haque, Counsellor (1st secretary), Embassy of Bangladesh, Moscow, Russia

- Prof. Dr. Arkady Barsky, Department of Computer Science, Moscow State University of Communication Means (MIIT), Moscow, Russia

- Dr. Biryukov D. Viacheslavovich, Assistant Professor, Department of Computer Science, MIIT, Moscow, Russia

STUDENT FEEDBACK

The following students feedback are from Hi-Tech Institute, Toronto and Mississauga, Canada:

- Fernanda Tamaya, Microsoft Excel 2003: Core level, 2008
- Hashmukh Patel, Adobe Illustrator CS: level I & II, 2008
- Bilal Ahmad, Nicole Facey and Hashmukh Patel, CorelDRAW 12: level I & II, 2008
- Chi Tran, FrameMaker 7.0: level I, II & III, 2008
- Marion Needs, InDesign 2.0: level I, 2007
- Seyed Davari, Flash MX: level I & II, 2007
- Gail Flint and Karen Xekominos, QuarkXPress 6: level I & II, 2006
- Marie-Rose Ayoub, Dreamweaver MX: level I & II, 2006/2007
- Carlos Garcia, Web Design (HTML 4.0 Programming: level I, Photoshop CS: level I, Dreamweaver MX: level I, Flash MX: level I), 2006

APPRECIATIONS / FAREWELL CARDS

- United Way Toronto, Canada, 2005 - 2011
- Syme Woolner Neighbourhood & Family Centre, Toronto, Canada, 2011
- VTP Productions, Toronto, Canada, 2010
- Humber College, Toronto, Canada, 2010
- Dot Internet Solutions Inc., Toronto, Canada, 2008
- TV Ontario, Toronto, Canada, 2008
- CanWest Interactive Inc., Toronto, Canada, 2005

SECURITY CLEARANCE

Enhanced Reliability, Calian Limited, 2010 (expired)

PERSONAL ATTRIBUTES / HOBBIES

I'm energetic, self-respecting, reliable & responsible with intelligence, humor & appreciation. I appreciate honesty & would like to keep a positive attitude. I enjoy spending time with friends, as well as by myself. I enjoy traveling, getting to know new people culture, going on picnics, listening music, reading, watch movies, etc. I enjoy the simpler things in life. I do wrong to none. Other hobbies are computing, watch movies, reading, listening instrumental & Classical music's, doing social work, sports, etc.

ACKNOWLEDGMENT

I, Muhammad Towhid Mollah certify that to my best knowledge & belief, the above specified information correctly describes my qualifications, experiences and me; any willful misstatement described herein may lead my disqualification or dismissal, if employed.