Resume of **Moududul Hoque**

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Date Of Birth: 05 January 1999

Nationality: Bangladesh

Address: Sotapear Bazar, Nil Kantha, Rangpur Sadar, Rangpur.

Career Objective

To apply my technical skills, experience, and teamwork ability in a growing organization, while advancing my professional growth.

Employment History

Company: Taposh Academy   **January 2024 – February 2025**

Designation: Social Media Manager

Responsibilities:

- Ran Facebook ads, increased course visibility, planned content posts managed sales and promotion through social media.

Company: Her Power Project   **October 2024 – December 2024**

Designation: English Spoken Trainer

Responsibilities:

- Conducted interactive spoken English sessions for rural participants from basic to intermediate levels
- Designed lesson plans with real-life dialogues and role-play for better engagement
- Evaluated learner progress and provided constructive feedback to improve English fluency

Academic Qualification

- **Kamil** (Hadith), Islamic Arabic University, 2021, **CGPA** 3.95/5.00
- **B.A.** (Honours) in English, National University, 2021, **CGPA** 2.58/4.00
- **Fazil** (Pass) in BTIS, Islamic Arabic University, 2019, **CGPA** 3.42/5.00
- **Alim** (Science), Dhap Satgara B. M. Model Kamil Madrasah, Rangpur Sadar, 2016, **GPA** 4.88/5.00
- **Dakhil** (Science), Borovita A. U. Fazil Madrasah, Nilphamari, 2014, **GPA** 4.63/5.00

Voluntary Experience

Moderator: RRF January 2025 batch   **December 2024 – Present**

Responsibilities:

- Assisted members with HTML, CSS, Tailwind CSS, Javascript and responsive design.
- Shared coding tips, resources, distributing tasks, exam, deadlines, and ensured timely practice delivery.

Founder and Organizer: Hilful Fuzul   **December 2022 – Present**

Key Contributions: Led mosque-based Islamic seminars and organized food distributions for the underprivileged during Ramadan and other occasions

Moderator: Cloud School Pro   **December 2019 – Present**

Responsibilities: Supported academic discussion, shared easy English literature notes and resolved member queries.

Language Skills

- **Bengali**: Native (Mother Tongue)
- **English**: Fluent in speaking, reading, and writing

Technical Skills & Additional Achievements

- **Office Tools:** MS Word, Excel, PowerPoint
- **Typing Speed:** Fast and accurate typing in both Bengali and English
- **IT Support:** Software installation, basic troubleshooting, system maintenance
- **Front-End Development:** HTML5, CSS3, Tailwind CSS, JavaScript (Basic), jQuery Plugins, GitHub
- **CMS & Web Management:** WordPress & WooCommerce, customization, basic plugin handling
- **Artificial Intelligence Integration**: Skilled in leveraging AI tools (e.g., ChatGPT, Canva AI, Notion AI, image generators) for content creation, task automation, customer support, and workflow enhancement.
- **Digital Marketing:** Facebook Ads campaign setup, social media management, customer query handling, banner/post design, video editing (Cap Cut, Camtasia), professional email communication, and website order management

Soft Skills

- Project Management
- Excellent Communication and Collaboration skills
- Adaptable, Teamwork, Time Management

References

Name: Md Abdullah Al Masum
Company: Epic Group
Designation: Deputy Manager - IT
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