

Resume of Moududul Hoque

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Date Of Birth: 05 January 1999

Nationality: Bangladesh

Address: Nil Kantha, Rangpur Sadar, Rangpur.

Career Objective

To utilize my expertise in WordPress design using templates, page builders like Elementor and Gutenberg, along with basic SEO and performance optimization skills, to contribute to a creative and collaborative team environment where I can grow as a web designer.

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

- **B.A. (Honours)** in English, National University, 2021, **CGPA** 2.58/4.00
- **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, WordPress and responsive design.
- Shared tips, resources, distributing tasks, exam, deadlines, and ensured timely practice delivery.

Moderator: Cloud School Pro

December 2019 – 2024

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

Technical Skills

- WordPress Website Design using themes & plugins
- Page Builders: Elementor, Gutenberg (basic)
- Troubleshooting: Layout issues, plugin conflicts, performance optimization
- SEO Setup: Yoast SEO, Rank Math, metadata, alt text, basic content optimization
- Security & Optimization: Basic firewall setup, caching

- HTML5, CSS3, Tailwind CSS, JavaScript (Basic), jQuery (Plugin integration), PHP (Basic), Git and GitHub

Soft Skills

- Excellent in remote collaboration using Google Meet, Zoom
- Strong time management with task tracking tools (Trello, Notion, etc.)
- Clear written and verbal communication in both English and Bengali

Digital Tools

Canva, Cap Cut, Camtasia | Chat GPT, Notion AI, Image Generators | Meta Business Suite, Facebook Ads Manager | Office Applications.

References

Name: Rasel Ahmed

Email: raseelahmed7@gmail.com

Company: Get Found First, Software Engineer