

# MUNTASIR ISLAM

WORDPRESS DESIGNER | SEO SPECIALIST | OPERATIONS MANAGER

## CONTACT

+8801751-169651  
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Ashulia, Savar, Dhaka

## SKILLS

Content Writing  
Business Operations  
HTML, CSS  
Javascript  
PHP  
On page SEO  
Lead Generation  
Google Workspace  
HTML, CSS, JS  
Basic Graphics Design  
Website Design  
Keyword Research  
Elementor Design  
WordPress Security  
SEO Audit  
Technical SEO  
WordPress Design

## EDUCATION

**BSc in Engineering (EEE)**  
Daffodil International  
University  
2022-2026 (Expected)

## LOVE TO DO

- Think out of the box and Implementing new Strategy using trail and testing.
- Keep learning and share knowledge with others.

## ABOUT

Professional Digital Marketer and WordPress Designer with 2+ years of experience in managing ed-tech platforms, Lead generation, Social media Marketing Strategy, managing ad campaigns, and working with 6+ CMS to design, redesign, and optimize websites for SEO. Currently seeking a role where I can contribute my expertise to organizational growth while staying up to date with the latest technologies.

## WORK EXPERIENCE

### Operations Manager (Contract)

Layek Academy January 2025- Present

- Maintain the Website built with the LMS system and design and optimize the website.
- Responsible for Business operations like (Human resource management, Marketing Campaign Monitoring, Creating business plan, and tracking executions).
- Update and conduct follow-ups for the Course module with Trainers.

### Social Media & Content Writer (Part-Time)

GetWpExpert July 2025- Present

- Create engaging social media content for Facebook pages and groups.
- Develop structured video scripts for UI/UX design courses.
- Brainstorm and generate content ideas.
- Write scripts for both short-form and long-form video content.

### SEO Specialist (Project Basis)

Sanaf Marketing LLC Feb 2025- June 25

- Conduct SEO audit report for Client site.
- Technical, On-page, off-page SEO Optimization
- Manage multiple local business site for local ranking
- GMB Optimization
- Online Visibility Improvements
- Action plan and millstone report writing

## REFERENCES

**Layek Ahmed**

eShikhon Academy/ CEO

Phone: +97158582777

Email :layek@eshikhon.academy

**Azizul Hauque**

GetWpExpert/ Founder

Phone: +880 1723-463353

Email :[hello@getwpexpert.com](mailto:hello@getwpexpert.com)

**Proshanti.online**

**Feb. 2022 - March 24**

### Head of Tech

- Planning and maintaining the website, and brainstorming new ideas.
- Creating an engaging Skilled team to collaborate and develop professionalism.

### Operations Manager

eShikhon Academy

**May 2023- January 2024**

- Develop Business plans and create sales channels to get more student enrollment.
- Design and Maintain the WPLMS Website and fix technical problems.
- Maintain different social media platforms with more than 1M users. Train up a support team to maintain customer queries on different social platforms.
- Maintain course modules align with the mentor and industry best practices.
- Maintain physical office on Ashulia with about 4 members to make a smooth support system.

**LeadNav (Project Basis)**

**March 2022- January 2023**

### Lead Generation Expert

- Generate leads according to the client's requirements.
- Design and maintenance of WordPress Website for the agency.
- Planning and Launching Email campaigns to generate leads/sales.

### Website Design and Technical SEO (Hourly)

**SEO'S HUT**

**January 2024- April 2024**

- Fixing Technical SEO Errors for Websites using Ahrefs, Semrush, and Screamingfrog.
- Conduct SEO Audit Report for Client's Website and suggest best practices.
- Create Content Plan for Client Website Monthly, By-annual, and annually.
- Website maintenance and update regularly and Identify the SEO Problems.
- Evaluate progress, identify and implement new strategies with the client's needs.