

MD KAMRUL HOSSEN RATIN

B.Sc in Electrical & Electronics Engineering (Running)

01978-961041 | ratintafsir@gmail.com | Satkania, Chattogram



Dedicated website management professional with expertise in WordPress administration, content updates, page editing, and website optimization. Skilled in uploading and formatting blogs and products, managing menus and homepage sections, handling user roles and permissions, and ensuring website security. Committed to delivering efficient, organized, and professional online presence that supports brand growth and user engagement.

Core Competencies

- WordPress & Elementor dashboard management
- Theme & plugin configuration
- Page updates: banners, images, text, menus, homepage sections
- Blog/product posting and content formatting
- User roles & permission management
- Website backup & basic security
- Custom CMS administration
- Social media content creation (posters, banners, videos)
- Google Drive, Sheets, Docs & reporting tools
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Basic HTML & CSS edits
- Data entry & administrative support
- Customer communication & engagement
- Process optimization & teamwork

Professional Experiences

Website Administrator

Aug 2025 – Oct 2025

Mehezabin Mehedi House

Dhanmondi, Dhaka

- Managed WordPress website dashboard, updated pages, banners, and menus
- Uploaded and formatted product images and blog posts
- Created content for social media including posters and videos
- Ensured basic website security and handled user permissions

Educational Qualifications

B.Sc in Electrical and Electronic Engineering

2025–Present

Northern University Bangladesh

Diploma in Electrical Technology

2025

Chattogram Polytechnic Institute

CGPA : 3.54 Out of 4.00

Secondary School Certificate (Science)

2020

Satkania Model High School

GPA : 4.83 Out of 5.00

Tools & Tech

- WordPress & Elementor
- Google Drive / Sheets / Docs
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Canva (designing posters, banners, visuals)
- HTML, CSS, JavaScript
- Website Backup & Security Tools
- Basic react js & node js

Course Certification

Diploma in Electrical & Electronic Technology

City & Guilds, London

Industrial Attachment (Internship)

Sena Kalyan Electric Industries, Chattogram