

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
Mehezabin Mehedi House

- 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

Aug 2025 – Oct 2025
Dhanmondi, Dhaka

Educational Qualifications

B.Sc in Electrical and Electronic Engineering
Northern University Bangladesh

2025–Present

Diploma in Electrical Technology
Chattogram Polytechnic Institute
CGPA : 3.54 Out of 4.00

2025

Secondary School Certificate (Science)
Satkania Model High School
GPA : 4.83 Out of 5.00

2020

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