



Nageswari upozila, Kurigram
City, Rangpur Division,
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[https://romansiddique.git
hub.io/portfolio/index.ht
ml](https://romansiddique.github.io/portfolio/index.html)

OBJECTIVE

Office Manager with 5 years of experience in managing administrative tasks, seeking a challenging position to leverage organizational, communication, and leadership skills to streamline office operations and support business growth.

ROMAN SIDDIQUE

EXPERIENCE

2023-2024

Baby Web developer

2025-2027

Master of Web developer without backend

2027-Present

Killer of web developer

EDUCATION

Diploma From Kurigram Polytechnic Institute.

BSc in Dhaka University Of Engineering And Technology.

COMMUNICATION

As an office manager, I have honed my communication skills through years of experience in verbal and written communication with clients, vendors, and team members. I have extensive experience in creating and delivering presentations, preparing and responding to business correspondence, and ensuring effective communication throughout the office.

LEADERSHIP

I have demonstrated strong leadership skills in managing a team of administrative staff and supervising daily office operations. I have experience in providing guidance and support to staff, setting performance expectations and providing feedback, and addressing issues as they arise.

REFERENCES

Available upon request.