

Md.Sah Oliullah

Abhawa Office Road, Purba Babukha, Rangpur-5400

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CAREER OBJECTIVE

Aspiring to leverage my expertise in project management, graphic design, and ICT training within a dynamic organization that values innovation and collaboration. I aim to contribute to impactful projects, foster team success, and achieve organizational goals while pursuing continuous professional growth and development in the fields of technology and design.

PERSONAL INFORMATION

Date of birth : 15/11/1995
Nationality : Bangladeshi
Marital Stat : Single
National Id : 685 946 4189
Permanent Address : Vill: Kajoldanga, Post: Tabakpur, Thana: Ulipur, District: Kurigram

EDUCATIONAL QUALIFICATION

Masters of Theology and Islamic Studies

University : Arabic University, Dhaka
Passing Year : 2018
Result : CGPA- 3.38

Bachelor of Theology and Islamic Studies (BTIS in Honors)

University : Islamic University, Kushtia
Passing Year : 2017
Result : CGPA- 3.83

Higher Secondary Certificate (Alim)

Group : General
Institute : Sadullah Sharkar Para Mostofabiya Alim Madrasah
Board : Madrasah Education Board
Passing Year : 2012
Result : GPA- 4.50

Secondary School Certificate (Dakhil)

Group : Science
Institute : Sadullah Sharkar Para Mostofabiya Alim Madrasah
Board : Madrasah Education Board
Passing Year : 2010
Result : GPA- 5.00

ICT QUALIFICATION

- **Operating Systems:** Windows (XP, 7, 8, 10, 11), macOS, Linux.
- **Programming Languages:** Python, C, C#, Basic Java.
- **Software:** Photoshop, Illustrator, PSpice, Python, Notepad++, Atom, and other essential software tools.
- **Office Management:** Proficient in Microsoft Office Package (Word, Excel, PowerPoint) and Google Productivity Suite (Docs, Sheets, Slides).
- **Internet Technologies:** SEO, SMM, Browsing, Network Management.
- **Troubleshooting:** Resolving software and hardware issues for laptops, desktops, and other devices of all versions.

WORKING EXPERIENCE

❖ Assistant Project Manager

Babylon Resources Ltd. | School Of Future Digital Labs Project

October 2023 – November 2024 | Rangpur Division

Training Focus: Python Programming Project

- Supported the Project Manager in planning, execution, and monitoring to ensure project success.
- Coordinated team activities, ensured smooth communication among stakeholders, and maintained comprehensive documentation.
- Managed risks, upheld quality standards, and oversaw budgeting to optimize resource use.
- Resolved challenges proactively, fostering a collaborative team environment.

❖ **Product Designer**

AJO Supplements

February 2024 – Present | London Area, UK (Remote)

- Designed innovative products tailored to the health and wellness market, combining aesthetics and functionality.
- Conducted user research and market analysis to align designs with consumer needs.
- Collaborated with teams to refine prototypes and meet deadlines for product launches.

❖ **Lead Designer**

Graphicaloy Agency

February 2022 – Present | Dhaka, Bangladesh.

- Led the design team to deliver high-impact creative solutions, specializing in social media graphics and website development.
- Enhanced brand identities through visually compelling designs while optimizing workflows for efficiency.

❖ **Freelance Graphic Designer**

Freelancer.com | Upwork | Fiverr

February 2015 – Present | (Full-Time Freelancer)

- Delivered diverse projects globally, including branding, logo design, brochures, and marketing materials.
- Specialized in Adobe Creative Suite (Photoshop, Illustrator, InDesign) and vector illustrations.
- Maintained a strong client base through consistent quality, timely delivery, and excellent communication.

❖ **Freelance Contributor**

Shutterstock | Freepik

June 2020 – Present | (Part-Time)

- Produced high-quality stock photography and design assets for commercial use.
- Created versatile branding materials, including logos, menus, and corporate profiles.

❖ **Visual Designer**

Ironpaper

February 2022 – October 2023 | New York, USA (Remote)

- Designed editorial content, brochures, and impactful social media visuals using tools like Adobe Illustrator and After Effects.
- Contributed to strategic brand storytelling and campaign execution.

❖ **Trainer & Mentor**

College Education Development Project (CEDP)

October 2024 – November 2024 | National University of Bangladesh (Polashbari Adarsha

Degree Collage, Polashbari, Ghaibandha)

- Conducted training sessions on freelancing and skill development for educators and students.
- Mentored participants in project planning and freelancing opportunities.

College Education Development Project (CEDP)

May 2024 – June 2024 | National University of Bangladesh (Rangpur Government Collage, Rangpur)

- Conducted training sessions on freelancing and skill development for educators and students.
- Mentored participants in project planning and freelancing opportunities.

Department of Information and Communication Technology (DOICT)

November 2024 – December 2024 | Lalmonirhat Sadar, Lalmonirhat.

- Delivered practical insights on freelancing platforms, portfolio building, and market readiness.
- Facilitated hands-on workshops to enhance skills and productivity.

Department of Information and Communication Technology (DOICT)

January 2023- February 2023 | CodersTrust Bangladesh, Dhaka Bangladesh.

- Delivered practical insights on freelancing platforms, portfolio building, and market readiness.
- Facilitated hands-on workshops to enhance skills and productivity.

Japan International Cooperation Agency (JICA)

June 2022 – December 2022 | Pirganj, Rangpur

- Developed training materials and conducted interactive sessions on graphic design fundamentals.
- Mentored participants in portfolio development and project management skills.

Learning & Earning Development Project (LEDP)

February 2020 – June 2021 | Rangpur Division

- Designed and delivered graphic design training tailored to freelancing opportunities, focusing on skill development and client engagement.

❖ **Project Coordinator**

Prime Tech Solutions Ltd.

May 2023 – September 2023 | Rangpur Division

- Delivered ICT literacy and troubleshooting training for educators.
- Coordinated AV content production, managed software updates, and ensured adherence to project timelines.

Arena Phone Bd Ltd.

January 2022 – May 2022 | Rangpur Division

- Facilitated ICT training workshops for educators, focusing on device maintenance and integration into education.

EXTRA CURRICULA ACTIVITIES

- Project Management
- Actively engaged in social work and community development.
- Demonstrated leadership skills through various roles in organizations.
- Member, Lions Clubs International, Rangpur.
- Member, Clean River Bangladesh – advocating for environmental sustainability.
- Member, World Social Development Association (WSDA).
- Vice President, Spread Smiles – a youth-led initiative promoting kindness and support.
- Participant, International Youth Summit – fostering global collaboration and leadership.

LANGUAGE & PROFESSIONAL SKILLS

- **Languages:**
 - **Mother Tongue:** Bangla – Native proficiency in reading, writing, speaking, and listening.
 - **English:** Fluent in both spoken and written English with full working knowledge. Capable of handling professional and technical communication in English.
- **Core Skills:**
 - **Effective Communication:** Strong verbal and written communication skills, adept at articulating ideas clearly to diverse audiences. Experienced in delivering presentations and reports in both English and Bangla.
 - **Quick Learner:** Proven ability to rapidly acquire new knowledge and adapt to evolving technologies and workflows, ensuring continuous personal and professional growth.
 - **Public Relations:** Skilled in building and maintaining positive relationships with clients, colleagues, and stakeholders. Able to represent the organization with professionalism and courtesy.
 - **Problem-Solving & Conflict Management:** Experienced in handling complex and challenging situations with patience, ensuring effective solutions are found while maintaining harmony in the workplace.
 - **Working Under Pressure:** Ability to manage multiple tasks effectively in high-pressure environments. Maintain focus and deliver results even with tight deadlines and challenging workloads.
 - **Teamwork & Collaboration:** Collaborative team player with experience working in cross-functional teams. Possess strong interpersonal skills to foster cooperation and

TRAININGS & WORKSHOPS

❖ **Aptis - English Language Test | British Council**

Successfully Completed the 2 Months training.

Under by: Sheikh Kamal It Training and Incubation Center
Rangpur Government College, Rangpur

❖ **Graphic Design**

Successfully Completed the 6 Months training.

Under By: Sheikh Kamal It Training and Incubation Center
Rangpur Government College, Rangpur

❖ **Create Own Business Workshop Training (March-April-2021)**

Successfully Completed the 2 Months training.

Under By: Shaharose Fardi
CEO & Founder
ProblemKi Academy

❖ **Learning & Earning Development Project (LEDP)-2020**

Successfully Completed the 50 Days training course on "**Graphics Design**" conducted by Information and Communication Technology (ICT).

❖ **Facebook Marketing Mastery (July-September-2020)**

Successfully Completed the 3 Months training.

Under By: Mojtabidul Islam

CEO & Founder

Online Tech Academy

❖ **Graphic Design (NSC, Level-2)**

Vocational Teachers Training

Institute, Bogura June 2019

❖ **Graphic Design (NSC, Level-1)**

Skills for Employment investment program (SEIP)

Rangpur Technical School & College, Rangpur

January 2019-April 2019

❖ **Admin Support (Web Research, Lead Generation and Digital Marketing)**

Cybertech ICT Academy, Rangpur

July 2017- September 2017

❖ **Computer Office Application**

Skill Development Training Center, Urban Social Services, Rangpur

July 2016-December 2016

❖ **Computer Training Course**

Korean Development Association in Bangladesh (KDAB). Saemul Undong (New Village Movement) Project. Chilmari, Kurigram.

July 2011-December 2011

REFERENCE

REFERENCE: 1

MD. Azharul Islam

BCS General Education (24th)

Associate Professor of Political Science

Govt. Begum Rokeya College, Rangpur

Phone: +8801712572327

Email: azharul15307@gmail.com

REFERENCE: 2

Md. Abu Taher Khan (Graphic Design Trainer)

M.A (Political Science)

Department of Computer

Skills for Employment Investment Program (SEIP)

Rangpur Technical School & College

Phone: +8801536147332

Email: gmediabd.net@gmail.com

DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief. I am responsible for the authenticity of the information and am willing to provide supporting documents upon request.

Signature



Md. Sah Oliullah

Date: 15/12/2024