



# SHAMIM AHMAD AHNAF

WEB DEVELOPER & OFFICE ASSISTANT

## CONTACT

📞 01748186766. 018758226 24

✉️ shamimahmadahnaf@gmail.com.

📍 Kapasia, Gazipur, Bangladesh

🌐 <https://personal-portfolio-three-omega-89.vercel.app/>

## SKILLS

- Web Development
- Office Administration
- Spoken English
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Project Management

## LANGUAGES

- Bengali (Fluent)
- English (Conversational)
- Urdu (Fluent)
- Arabic (Intermediate)
- Hindi (Conversational)

## REFERENCE

References available  
upon request



## PROFILE

Versatile and hardworking professional with proven skills in both Web Development and Office Administration. Experienced in front-end technologies such as HTML, CSS, JavaScript, Tailwind CSS, and React, as well as day-to-day office tasks including data entry, documentation, scheduling, and communication. Known for being detail-oriented, reliable, and quick to adapt. Eager to contribute technical and administrative support to a dynamic and growth-oriented team.



## WORK EXPERIENCE

**Personal Web Development Projects** 2025 - PRESENT  
Ahmad's Education (2024 - Present)

- Built multiple responsive websites using HTML, CSS, JavaScript, and React.
- Used Tailwind CSS to design clean, mobile-friendly layouts.
- Practiced integrating basic APIs and developing interactive UI components.
- Hosted projects on GitHub and deployed using Netlify.

**Office Assistant Training (Academic Practice)** 2024 - 2025  
Self-Learning (2024 - Present)

- Learned to manage office documents, Excel sheets, and digital communication.
- Practiced organizing files, handling emails, and scheduling with Google tools.
- Assisted teachers and staff with preparing digital content and presentations.
- Improved typing speed and accuracy through regular practice.

**Freelance Practice (Unpaid / Self-Initiated)** 2024 - 2025  
Remote (Ongoing)

- Designed practice websites for imaginary clients using modern web tools.
- Developed a book library app, Islamic site, and digital clock project.
- Focused on user experience, clean code, and real-world problem solving.
- Continuously learning through YouTube, documentation, and online courses.



## EDUCATION

**Spoken English Course** 2024 - 2025  
Ahmad's Education, Demra, Dhaka Bangladesh  
GPA: 3.3 / 4.0

**Certificate in Web Development** 2024 - 2025  
Ahmad's Education, Demra, Dhaka Bangladesh  
GPA: 3.1 / 4.0