

Curriculum Vitae

Md Shams Al Siam
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Professional Summary

Dynamic and creative Social Media & Student Operations Manager with a strong background in managing social media platforms, particularly Facebook. Experienced in student communication, event coordination, and engagement strategies. Passionate about creating impactful content and optimizing social media growth through innovative ideas. Proven ability to manage student operations efficiently, ensuring smooth onboarding and support processes.

Work Experience

Social Media Manager & Student Coordinator
Creativity Olympiad [09/11/2023 – 10/12/2024]

- Managed and grew the organization's social media presence, resulting in increased engagement and follower growth
- Created and shared engaging content tailored specifically for student audiences
- Responded promptly to inquiries and messages, ensuring clear and effective communication with students and followers
- Analyzed social media performance metrics to improve reach and interaction strategies
- Coordinated student operations, including onboarding processes and accurate record maintenance
- Organized and supported student-focused events to build a positive and interactive community

Social Media Manager, Website Mentor & Student Operations Executive
Skill Sphere – 1/01/2025] to Present

- Managed social media content, campaigns, and audience engagement
 - Mentored students on website development (HTML, CSS, WordPress)
 - Handled student communication, onboarding, and daily operations
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Key Skills

- Content creation and scheduling
- Creative post idea generation & writing
- Social media management (especially Facebook)
- Engagement strategy development
- Canva for visual content design
- Analytical and data-driven approach to social media
- Student communication and coordination
- Website mentoring (HTML, CSS, WordPress basics)
- Ability to multitask in a fast-paced environment

Education

Dhaka Polytechnic Institute

- computer science and technology
- Expected Graduation: [Nov-2025]
- Semester: 8th

Secondary School Certificate (SSC)

- Year of Graduation: 2021
- GPA: 4.67

Certifications & Training

- 100+ certifications in leadership, teamwork, and tech workshops.
- Graphic Design – Creative IT Institute (figma, Illustrator).
- Trainer & Host – Creative Olympiad Bangladesh.

Languages

- Bangla(Fluent)
- Hindi
- English (50%)

References

No references

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