



Resume OF

Your name

Marketing professional

Mobile: 019xxxxxxx

Email: demo@gmail.com

Current Address: Vatara, Dhaka-1212

SUMMARY OF QUALIFICATIONS:

I am a recent graduate from Business Studies with a major in marketing, equipped with a comprehensive understanding of marketing principles and strategies. With six months of internship experience, I have developed a strong foundation in digital marketing, particularly in SEO and content writing. My knowledge extends to both B2B and B2C marketing, allowing me to effectively engage diverse target audiences. Additionally, I possess proficiency in utilizing technological tools such as MS Word, Excel, and PowerPoint for efficient data analysis and impactful presentations. Furthermore, I bring along valuable soft skills, including teamwork, time management, punctuality, resilience, persuasion, and networking abilities.

✓ Skilled in digital marketing, SEO, and content writing.

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Experience:

Company Name

Jan-2023 - Oct-2023

Key Responsibilities

➤ Conducting market research and analysis to gather insights and identify opportunities.

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Educational Qualification

Bachelor of XXXXXXXX

Jan-2023 - Oct-2023

University: xxxxxx

Major Subject: xxxxxx

CGPA : xxxxxx

Bachelor of XXXXXXXX

Jan-2023 - Oct-2023

University: xxxxxx

Major Subject: xxxxxx

CGPA : xxxxxx

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University: xxxxxx

Major Subject: xxxxxx

CGPA : xxxxxx

Jan-2023 - Oct-2023

Skill & Qualification

- **MS Office** : Word, Excel, PowerPoint.
- **Email** : Filters, folders, mail merge, labelling, rules.

TRAINING AND CERTIFICATIONS

• **General Computer and IT**

Course : xxxxxxxxxxxxx

From : xxxxxxxxxxxxx

• **English Communication**

Course : xxxxxxxxxxxxx

From : xxxxxxxxxxxxx

Personal Details

Full Name : xxxxxxxxxxxxxx

Fathers Name : xxxxxxxxxxxxxx

Mothers Name : xxxxxxxxxxxxxx

Address : xxxxxxxxxxxxxx

Religion : xxxxxxxxxxxxxx

Nationality : xxxxxxxxxxxxxx

References

Name

Designation

Company

Contact: xxxxxxxxxxxxx

Email: xxxxxxxxxxxxx

Name

Designation

Company

Contact: xxxxxxxxxxxxx

Email: xxxxxxxxxxxxx