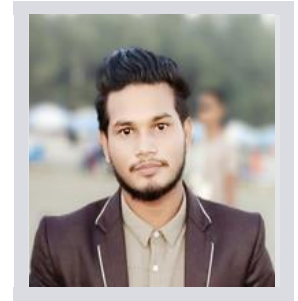


MOHAMMAD TOHA

Address: haji para, power house, Cox's Bazar Sadar, Cox's Bazar Sadar, Cox's Bazar 4700
Primary Mobile No: 01878119821
Email: mohammadtoha2120@gmail.com



Career Objective:

As a graphics designer with 4 years of experience, a web developer with 1 year of experience, and advanced office management skills, my career objectives are to leverage my diverse skill set to contribute to the success of a dynamic organization. I aim to continuously refine my design abilities, expand my web development expertise, and utilize my office management skills to create impactful visual experiences, deliver exceptional user interfaces, and streamline administrative processes.

Employment History:

Total Year of Experience : 4 years

1. Instructor (1.3 yrs.)

(March, 2022 - Continuing)

Sharif Technical Institute

cox`s bazar

Duties/Responsibilities

Traditional (non-computer-based) graphic design and visual communication were taught to fifteen adult students. BR The learner objective of the course was on the processes of developing Camera-Ready Art. BR Prepared individuals to think critically about developing graphic design elements. BR Students enhanced their knowledge, skills, and ability in the design and application of graphic concepts in the mechanical development of communication design, utilizing paste-up and layout principles. BR Utilized expert knowledge in execution, training, and developing camera-ready art, performing hand and mechanical paste-up and digital layouts for the implementation of visual aids.

2 Home IT Institute

Sadar Upazila Bazar, Sadar, cox`s bazar

Duties/Responsibilities

Traditional (non-computer-based) graphic design and visual communication were taught to fifteen adult students. BR The learner objective of the course was on the processes of developing Camera-Ready Art. BR Prepared individuals to think critically about developing graphic design elements. BR Students enhanced their knowledge, skills, and ability in the design and application of graphic concepts in the mechanical development of communication design, utilizing paste-up and layout principles. BR Utilized expert knowledge in execution, training, and developing camera-ready art, performing hand and mechanical paste-up and digital layouts for the implementation of visual aids.

3 worker (3.9 yrs)

(August, 2019 - Continuing)

Fiverr

Freelance Marketplace

Area of Expertise

Graphic Designer (3.6 yrs)

Duties/Responsibilities

Created benefits guides for clients covering detailing plans for benefits like medical, dental and vision insurance
Evaluated benefits guide from previous years to determine if we should update or completely redesign the guide
Updated standard guide designs to include more infographics to allow readers to compare benefit options easily
Monitored team inbox for client requests and internal requests

4. worker (4 yrs)

(March, 2019 - Continuing)

Freelancer.com

Freelance Marketplace

Duties/Responsibilities

Created benefits guides for clients covering detailing plans for benefits like medical, dental and vision insurance
Evaluated benefits guide from previous years to determine if we should update or completely redesign the guide
Updated standard guide designs to include more infographics to allow readers to compare benefit options easily
Monitored team inbox for client requests and internal requests.

5 worker (2 yrs)

(January, 2020 - 2022)

Shutterstock.com

Micro stock Site

Duties/Responsibilities

Designing and creating high-quality, visually appealing graphics for microstock platforms, adhering to the specific guidelines and requirements of each platform.
Conducting market research to identify popular trends, themes, and niches in the microstock industry, and incorporating them into my designs to increase their marketability.
Generating fresh and innovative ideas for stock graphics, ensuring they are unique, engaging, and relevant to the target audience.
Collaborating with clients, photographers, and other stakeholders to understand their requirements and create designs that align with their specific needs and goals.
Optimizing designs for online platforms, considering factors such as file size, resolution, and metadata to enhance searchability and discoverability.

6 worker (1 yrs)

(January, 2022 - 2023)

freepik.com

Micro stock Site

Duties/Responsibilities

Designing and creating high-quality, visually appealing graphics for microstock platforms, adhering to the specific guidelines and requirements of each platform.
Conducting market research to identify popular trends, themes, and niches in the microstock industry, and incorporating them into my designs to increase their marketability.
Generating fresh and innovative ideas for stock graphics, ensuring they are unique, engaging, and relevant to the target audience.
Collaborating with clients, photographers, and other stakeholders to understand their requirements and create designs that align with their specific needs and goals.
Optimizing designs for online platforms, considering factors such as file size, resolution, and metadata to enhance searchability and discoverability.

Academic Qualification:

Exam Title	Concentration/Major	Institute	Result	Pas.Year	Duration
Diploma in Engineering	Computer Science	Cox's Bazar Model Polytechnic Institute, Bangladesh	CGPA:3.57 out of 4	2023	4 years
SSC	Business Studies	Dhemushia Jinnt ali Chowdhury High School, Bangladesh	CGPA:3.22 out of 5	2018	2 years

Training Summary:

Training Title	Topic	Institute	Country	Location	Year	Duration
network & hardware	network & hardware	SDI Technology	Bangladesh	cox's bazar	2022	4

Professional Qualification:

Certification	Institute	Location	From	To
graphic design	University of Colorado Boulder	online (Boulder , Colorado , United States)	March 1, 2023	May 23, 2023
Advanced Office Management	Skill Development Institute	cox's bazar	July 4, 2021	December 31, 2021
graphic design	Skill Development Institute	cox's bazar	January 3, 2021	June 30, 2021

Specialization:**Fields of Specialization**

- Adobe illustrator
- Adobe Photoshop
- Graphic Designer
- Web Design
- Frontend developer
- Canva
- Camtasia
- MS Word/ Excel/ PowerPoint/ OneNote

Personal Details :

Father's Name : Md shofi Uddin
Mother's Name : Mobarak
Date of Birth : December 13, 2001
Gender : Male
Height (Meter) : 5.5
Weight (Kg) : 70
Marital Status : Single
Nationality : Bangladeshi
National Id No. : 5112425128
Religion : Islam
Permanent Address : demoshia, chakaria, Chakaria, Cox's Bazar
Current Location : Cox's Bazar
Blood Group : B+

Reference (s):

Name : Md. Shahjalal Rakib
Organization : Home IT Institute
Designation : CEO & Founder.
Address : Sadar Upazila Bazar, Sadar, cox`s bazar
Mobile : 01816177206
E-Mail : md.shahjalalrakib@gmail.com
Relation : Professional



Ministry of Education, Government of Bangladesh

Bangladesh Technical Education Board

[Search Again](#)[Print](#)**result publication**

Exam Year	2022
Technology Name	Computer Technology
Roll No	176069
Registration No	1500990289
Session	1819
Name	MOHAMMAD TOHA
Father's Name	MD. SHAFI UDDIN
Mother's Name	MOBAREKA
Institute Name	Cox's Bazar Model Polytechnic Institute
Result	PASSED
CGPA/Division/Grade	3.57



University of Colorado
Boulder

23-May-2023

Mohammad Toha

has successfully completed

Graphic Design

an online non-credit course authorized by University of Colorado Boulder and offered
through Coursera

A handwritten signature in black ink, appearing to read 'David Underwood'.

David Underwood
Design and Media Teaching Consultant
University of Colorado Boulder

COURSE
CERTIFICATE



Verify at:

<https://coursera.org/verify/3WFE8JPR9QFF>

Coursera has confirmed the identity of this individual and their
participation in the course.



SKILL DEVELOPMENT INSTITUTE (SDI)

Excellence In Technology



Certificate of Completion

This is to certify that

Mohammad Toha

Father's name : **Md shofi Uddin** Mother's name **Mobareka**

Has successfully completed the course specified and awarded this certificate of achievement
under the seal of this institution.

Name of the course : **Advanced Office Management** Peried of the course : **Jul 2021 to Dec 2021**

Course Co-ordinator

Best wishes for your career.

Engr. Md Sariful Alam
Founder & CEO

Arif market, linkroad, cox's bazar, Bngladesh
www.sdi.com.bd



SKILL DEVELOPMENT INSTITUTE (SDI)

Excellence In Technology



Certificate of Completion

This is to certify that

Mohammad Toha

Father's name : **Md shofi Uddin** Mother's name : **Mobareka**

Has successfully completed the course specified and awarded this certificate of achievement
under the seal of this institution.

Name of the course : **Graphic Design & Freelancing** Peried of the course : **Jan 2021 to Jun 2021**

Course Co-ordinator

Best wishes for your career.

Engr. Md Sariful Alam
Founder & CEO

Arif market, linkroad, cox's bazar, Bngladesh
www.sdi.com.bd

