

Date of birth: 01/09/1997 | **Place of birth:** Dhaka, Bangladesh | **Nationality:** Bangladeshi | **Gender:** Male | **Email address:**

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● ABOUT ME

Digitally fluent and highly adaptable professional with experience in WordPress Web development, digital marketing, A.I tools, graphic design and remote assistance. Skilled in customer communication, problem-solving, and managing multiple digital tools and platforms. Proven track record of optimizing websites and managing ongoing technical support, updates, and client requests. Strong command of English and excellent interpersonal skills make me well-equipped for roles in tech support, customer service, and digital assistance, alongside creative and technical project execution.

As a full-time dedicated freelance individual, I work effectively from home in a fully remote setup, delivering high-quality results with reliability and consistency.

● WORK EXPERIENCE

📁 FREELANCE (REMOTE)

WORDPRESS WEB DEVELOPER – 2017 – CURRENT

Experienced WordPress Web Developer and Webmaster with a proven track record for transforming websites into high-performing, user-friendly platforms. I bring a blend of skills in SEO, digital marketing, and graphic design to solve complex challenges, enhance user experience, and drive growth. My work has consistently involved managing multiple projects, optimizing performance, and creating designs that connect with users, equipping me with the insights and adaptability to take on the dynamic challenges of product management.

Key Highlights:

- Developed and maintained WordPress websites using **Elementor Pro** for organizations including **Somriddho Bangladesh, Life Institute and Research Academy (LIRA), Bicharan Kallyan Sangstha, and Southern Charity Foundation**, each tailored to specific organizational goals.
- Boosted **site performance by up to 40%**, optimizing load times and user experience through advanced speed and performance enhancements.
- Implemented **SEO strategies** that increased organic traffic by **25-30%**, improving visibility and reach for each organization.
- Customized site features, layouts, and functionality using tools like **Elementor Pro**, ensuring responsive and user-friendly design across devices.
- Managed end-to-end **website maintenance**, including regular updates, backups, and security monitoring, maintaining **99%+ uptime**.
- Integrated design and marketing skills to create consistent visual branding and improve engagement across web platforms.

📁 FREELANCE (REMOTE) – BANGLADESH

FREELANCE DIGITAL SUPPORT & REMOTE ASSISTANT – 2017 – CURRENT

- Provided administrative and technical support to clients across various industries, handling daily tasks such as email management, scheduling, online research, and data entry with a high degree of accuracy and confidentiality.
- Delivered prompt and professional customer service via email, chat, and remote assistance, resolving issues related to computer devices, websites, user accounts, and digital tools.
- Managed and updated content on WordPress websites and other CMS platforms; ensured functionality, made minor edits, and performed regular backups and maintenance.
- Coordinated projects and workflows using tools like **Notion, Whatsapp, Discord, Todoist** and **Google Workspace**, ensuring smooth communication and timely task completion in remote environments.
- Created and edited documents, reports and presentations using **Google Docs**, demonstrating strong written English and formatting skills.
- Assisted in setting up and managing client accounts on platforms such as Zoom, Mailchimp, social media dashboards and CMS tools.
- Maintained organized records, tracked task progress, and followed up consistently with clients to meet deadlines and expectations.

- Demonstrated adaptability, problem-solving, and autonomy while working with minimal supervision across multiple time zones.
- Ensured professionalism in all communication, with a focus on clarity, responsiveness, and English fluency.

📄 DIESEL LAPTOP (REMOTE) – BANGLADESH

GRAPHIC DESIGNER & DIGITAL MARKETER – 2020 – 2024

Led design projects at DieselLaptopLLC, enhancing brand identity and marketing efforts, boosted social media engagement by 25%–40% with impactful visuals. Improved client satisfaction by 20%–30% through timely, high-quality deliverables. Streamlined processes & reduced project turnaround time by 15%–25%.

Managed client relations, answered inquiries, and provided visual/content and customer support, demonstrating strong communication and multitasking skills in digital workspaces.

EDUCATION AND TRAINING

Secondary School Certificate (S.S.C) Adabari G.A High School • Mirzapur, Tangail, Bangladesh

LANGUAGE SKILLS

Mother tongue(s): **BENGALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C1
HINDI	C1	A1	C1	C1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

SKILLS

Adobe Photoshop | Adobe Illustrator | WordPress | Elementor PRO | emergent technologies | customer service | Adaptability & Flexibility | communication | Artificial Intelligence | Project Management | Attention To Detail | Conflict Management & Resolution | Critical Thinking | Teamwork & collaboration