



ABDUL KADER

IT PROFESSIONAL



RS 662, Deulpara, Sahidnagar, Fatullah
Narayanganj - 1420, Bangladesh



+8801920485823, +8801904133085



kader3629@gmail.com

CAREER OBJECTIVE

To show excellence through hard working with self-motivation. To obtain a job in a suitable position in any esteemed organization that offers me opportunity to career and offers challenges to achieve set of goals. To serve in a dynamic and challenging field, Where I can explore my creativity.

SKILLS

MS OFFICE

DIGITAL MARKETING

WEB DEVELOPMENT

GRAPHIC DESIGN

DATA ANALYSIS

TEAMWORK

LINK

Portfolio:
<https://expert.fiberhost.net>

LANGUAGES

ENGLISH

HINDI

COURSES

SEO CERTIFIED - HUBSPOT
ACADEMY

NOV 2024 - DEC 2024
Verification: <https://shorturl.at/H4psl>

MICROSOFT IT SUPPORT
SPECIALIST PROFESSIONAL
CERTIFICATE - COURSERA
APR 2025 - PRESENT

PERSONAL DETAILS

Date of birth
31 Oct 1996

Nationality
Bangladeshi

Marital status
Married

CORE COMPETENCIES PROFESSIONAL EXPERIENCES

- Excellent Export Operation Skill & Computer knowledge
- Firm E-mail Communication Dexterity
- Proficient in managing end-to-end visa processing tasks, including document preparation, online application, appointment scheduling, and embassy submission.

WORK EXPERIENCE

SGH GROUP
(OVERSEAS) Naya
Paltan, Dhaka . Aug
2023 - Present

IT Officer

- Manage project priorities, deadlines, and deliverables within agile frameworks.

RELIABLE
INTERNATIONAL
(OVERSEAS) Purana
Paltan, Dhaka . Jan
2022 - July 2023

Marketing Executive

- Managed social media platforms, increasing engagement and followers through targeted content.

SAIDUR TRADERS
(TRAVEL AGENCY)
Kakrail, Dhaka .
Mar 2020 - Nov 2023

Office Assistant

- Managed daily office operations and administrative support to ensure efficient office workflow.

INTELLIGENCE
IMAGE
MANAGEMENT (IIM)
Banani, Dhaka .
Jun 2018 - Feb 2019

Data Entry Operator

- Accurate data entry of customer information into company databases.

EDUCATION

GOV. SHAHID
SUHRAWARDY
COLLEGE (AFFILIATE
DU) 2019

Bachelor of Arts(B.A)

- **Department:** English Literature
- **CGPA:** 2.91 out of 4
- **Course Duration:** 4 Years

DANIA COLLEGE &
UNIVERSITY,
Dhaka - Board
2014

Higher Secondary Certificate

- **Subject:** Humanities
- **GPA:** 4.00 out of 5
- **Course Duration:** 2 Years

CHANDANPUR M. A.
HIGH SCHOOL,
Cumilla - Board 2012

Secondary School Certificate

- **Group:** Science
- **GPA:** 3.94 out of 5

INTEREST

- Cricket & Hanging out with friends
- Coding & Reading books
- Watching Movies

REFERENCE

Mimzal Hosen Anik

Relation: Cousin
(Asst. Commercial Manage)
Makalot Bangladesh Ltd.
Mobile: +8801932462392
Email: mimzal866@gmail.com

Mahbuba Elahi Shimul

Relation: Colleague
General Manage (Overseas)
SGH Group Bangladesh
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DECLARATION

I, under signed clearing that, according to me, this CV correctly describes my qualification any willful mistake leads to my disqualification.

(Abdul Kader)