
CURRICULUM VITAE

AHMAD MUZTABA

Address

HOUSE-07, ROAD-08, SECTION-11,

Block-A, Mirpur-11, Dhaka-1216

MOBILE: +8801670073283

E-MAIL: ahmad@muztaba.com

Viber/Whatsapp/imo :01670073283

Website: muztaba.com

PERSONAL DETAILS:

NAME Ahmad Muztaba Zaman
FATHER'SNAME Md. Abdus Salam
MOTHER'SNAME Mst. Hafiza Khatun
DATEOFBIRTH 19 December 1995
MARITALSTATUS Married
RELIGION ISLAM (SUNNI)

NATIONALITY BANGLADESHI BY BIRTH

PERMANENT ADDRESS:

VILLAGE: BAAUT
POSTOFFICE(P/O): GANNI
DISTRICT: Maherpur,



EDUCATIONAL QUALIFICATIONS:

- 2017- Daffodil International University
(Bachelor of business administration)
- 2012- Sharoj International School and College, Dhaka
(Higher Secondary Certificate)
- 2010 - Sharoj International School and College, Dhaka
(Secondary School Certificate)

PROFESSIONAL EXPERIENCE:

□ **Key Strength 01: Search Engine Optimization (SEO) Specialist**

- ✓ **On Page SEO**
- ✓ **Off Page SEO**
- ✓ **Keyword Research**
- ✓ **Back-link Development**
- ✓ **White & Black Hat SEO**
- ✓ **Article Writing**
- ✓ **Online Marketing**
- ✓ **SMS & Email Marketing**
- ✓ **SEO Optimization**

□ **Key Strength 02: Web Design**

- ✓ **HTML**
- ✓ **CSS**
- ✓ **Wordpress**
- ✓ **Joomla**
- ✓ **Article Writing**

□ **Key Strength 03: Graphic Design**

- ✓ **Photoshop**
- ✓ **Illustrator**

WORK EXPERIENCE:

□ **Job Experience-1**

Organization: KR DIGITAL CONCEPT,
House-06 (Apt-4A), Road- 14/A, Sector- 04 Uttara, Dhaka-1230,
Phone: +8802 8931928
Web: www.krdcltd.com

Position: Assistant IT Manager

Duration: April 2017– July 2020

Job Responsibilities: IT Service Development

□ **Job Experience-2**

Organization: AMF Multimedia International Ltd,
Road 35A, House 37, Level 5, Gulshan 2, Dhaka 1212, Bangladesh
Phone: 01322274835
Web: www.faceofasia.org

Position: IT Manager

Duration: January 2021– July 2021

Job Responsibilities: IT Service Development

□ **Job Experience-2**

Organization: **ATN E-Mart**
99 Kazi Nazrul Islam Avenue (3rd Floor)
Phone: +88 0255013564-65
Web: www.atnemark.com

Position: **Head of Content Manager**

Duration: **August 2021- August -2022**

Job Responsibilities: Creating, improving and maintaining content.

PROFESSIONAL CERTIFICATION COURSES:

1. **CourseName:** CIW Web Design Specialist

PassingDate: 4- OCT 2017

Organization: NEWHORIZON

2. **CourseName:** Graphic Design

PassingDate: 30th June 2016

Organization: NEWHORIZON

3. **CourseName:** Scratch Programming

PassingDate: 03/11/2017

Organization: Basis Institute of Technology & Management (BITM)

SOFTWARE SKILLS:

- Microsoft Office (word, Power point and Excel)
- Photoshop
- Illustrator
- Wordpress
- Joomla

Computer Hardware Skills:

- **System Administration**
- **Network Configuration**
- **Software Installation**
- **Tech Support**
- **Updates**
- **Windows**
- **Virtualized Networks**
- **Network Automation**

Extra- Curricular Activities:

- Worked as an executive member of UNITED NATION YOUTH AND STUDENT ASSOCIATION OF BANGLADESH (UNYSAB)
- Worked as an executive member of JAAGO FOUNDATION
- Organized the “Bangladesh Model United Nations 2015
- Worked as an Deputy Director for Information and Technology in Bangladesh International Model United Nations 2015
- Worked as a Volunteer at Career Development Center (CDC), Dhaka

Signature

(Ahmad Muztaba Zaman)

