Makhzum Bin Harun

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EDUCATION

Dhaka Commerce College – *Higher Secondary Certificate in Science*   Graduation: October 2024
Relevant Courses: Physics, Chemistry, Higher Mathematics, Biology

SKILLS

- **Programming:** C
- **Software:** GitHub, HTML/CSS, MS Office, Google Workspace, Adobe Photoshop, Adobe Premiere Pro, OBS Studio, Audacity, MS VS Code, Code Blocks, Canva, Shopify
- **Interpersonal:** Leadership, Event management, Teamwork

EXPERIENCE

PHYDEMY   **Bangladesh**
Typist   March 2025 – Present
- Type and format high-quality content with a strong focus on accuracy and minimal errors.
- Ensure all typed materials are clear, professional, and error-free.
- Adhere strictly to deadlines and maintain efficient turnaround times.
- Follow project guidelines and consistently meet quality standards.
- Communicate effectively with team members to clarify requirements and deliver timely results.

BASMAH   **Bangladesh**
Social Media Executive   January 2025 – Present
- **Content Creation:** Develop engaging posts, images, and videos; write captions; design graphics
- **Social Media Management:** Manage accounts, schedule posts, and respond to engagement
- **Audience Engagement:** Interact with followers, respond to queries, and run interactive sessions
- **Strategy & Trends:** Assist in strategy, analyze trends, and target audiences
- **Analytics & Reporting:** Track performance metrics and prepare reports
- **Collaboration:** Work with other departments for unified messaging
- **Community Management:** Build relationships, monitor conversations, and encourage user content

ROKOMARI   **Dhaka, Bangladesh**
Affiliate Marketer   December 2023 – Present
- Promoting a diverse range of books through Rokomari on the internet
- Successfully driving sales of over BDT23,000 worth of books to date

FIVERR   **Dhaka, Bangladesh**
Freelance Copywriter, Translator, Data Entry Operator   November 2023 – Present
- Digitizing Scanned Documents into Digital Formats
- Ghostwriting
- Data Entry

TECHFASH NAGAR   **Dhaka, Bangladesh**
Co-Founder, Chief Technology Officer   September 2023 – Present
- Driving sales of cutting-edge electric products through TechFash Nagar
- Generating over BDT42,000 in revenue to date
- Managing all of the Social Media accounts
- Creating engaging content: This includes writing compelling headlines, captions, and ad copy

FM Learning   **Dhaka, Bangladesh**
Group Moderator   Jan 2023 – September 2024
- Managing content: Responsible for making sure that the content in the group follows the guidelines, and can remove or edit posts that violate them also delete spammy posts and comments
- Managing members: Responsible for approving or denying membership requests, and banning or removing members who break the rules
- Responding to members: Responding to questions and concerns from other members
- Helping with events: Helping organize events and competitions, and increasing participation in them
- Pinning and unpinning posts
- Creating and scheduling posts
- Welcoming new members
- Keeping guidelines up to date
- Posting updates

ASHAR ALO   Dhaka, Bangladesh

Head of Social Media   October 2022 – January 2024

- Developing and executing a social media strategy: This includes planning and executing social media campaigns, and considering factors like target demographics, timing, and key performance indicators (KPIs)
- Managing a social media team: This includes building relationships with influencers and brand ambassadors
- Creating engaging content: This includes writing compelling headlines, captions, and ad copy
- Analyzing performance: This includes analyzing the effectiveness of each campaign and identifying areas for improvement
- Achieving marketing objectives: This includes driving engagement and conversions

PROJECTS

100 Smiles - An Unfeigned Initiative to Spread Smile | *Ashar Alo*

- Through this '100 Smiles' project, 100 people was given Iftar
- 100 saplings were planted, and 100 was given Eid clothes
- The main aim of the '100 Smiles' project was to make that Ramadan a little easier for the needy

COURSES

Create your e-commerce store with Shopify | Coursera   September 2024

- Create an online e-commerce store with shopify
- Manage products and inventory