

Makhzum-Bin-Harun

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EDUCATION

Bangladesh University of Business & Technology – *Bachelor of Science in Computer Science & Engineering*

Expected Graduation: June 2029

Relevant Courses: Structured Programming Language, Data Structures, Algorithms, Operating Systems, Object-Oriented Programming, Database Management System

SKILLS

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

EXPERIENCE

PHYDEMY

Project Coordinator

Bangladesh

May 2025 – Present

PHYDEMY

Content Typist

Bangladesh

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

Social Media & Orphan Care Executive

Florida, USA

June 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
- Maintaining active donor communication related to our Orphan Care Program.
- Providing monthly updates, photos, and reports for all sponsored orphans.
- Collaborating with the fundraising and media team for storytelling and impact reports.

BASMAH

Social Media Executive

Florida, USA

January 2025 – May 2025

- **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
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ROKOMARI

Affiliate Marketer

Dhaka, Bangladesh

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

Freelance Copywriter, Translator, Data Entry Operator

Dhaka, Bangladesh

November 2023 – Present

- Digitizing Scanned Documents into Digital Formats
- Ghostwriting
- Data Entry

TECHFASH NAGAR

Co-Founder, Chief Technology Officer

Dhaka, Bangladesh

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