

KAZI TAREK HASAN

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Career Objective

Marketing graduate with experience in graphic design, digital marketing, and data entry. Skilled in Adobe Creative Suite, Excel, and Google Sheets. Detail-oriented, accurate, and eager to learn.

Career Summary

Marketing graduate with hands-on experience in graphic design, digital marketing, and data entry. Comfortable using Adobe tools, Excel, and Google Sheets. Assisted in online campaigns and handled product data with care and consistency. Focused on creative problem-solving and continuous learning.

Experience

Total Year of Experience: 0.5 yrs

1. **Sales & Marketing Specialist (0.1 yrs)**

(03 Aug, 2026 - 01 Sep, 2026)

HM TRADE LINKBD

House # 8, Road # 5, Sector # 4, Uttara, Dhaka 1230

Area of Expertise

Lift Escalator (1 month), Sales & Marketing (1 month)

Duties/Responsibilities

Visit possible areas like Construction area or real estate & developer company office and regular follow up to get orders & serve them.

Cooperate or work with Chinese manager & employees. (Company Owner is Chinese)

2. **Visual Graphic Designer (0.3 yrs)**

(03 Feb, 2019 - 30 May, 2019)

Nvisio Solutions

House: 26 (4th Floor), Road: 7, Block: C, Niketon, Dhaka, Bangladesh.

Area of Expertise

Design and Drawing (3 months)

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Bachelor of Business Administration (BBA)	Marketing	National University	3 out of 4	2022	4	
HSC	Business Studies	Bir Shrestha Munshi Abdur Rouf Border Guard Bangladesh College	4.5 out of 5	2016	2	
SSC	Business Studies	West End High School	4.56 out of 5	2014	2	

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
Freelancing with Digital Marketing	Digital Marketing	GoPixels Academy	Bangladesh	Online	2025	1 Month
Data Entry Proficiency Blueprint	Data Entry	Nation It Limited	Bangladesh	Online	2025	1 Month
Computer Operating Course	MS Office, Typing, Computer Basics, Internet Browsing, etc.	Azimpur Estate Janakallyan Samity	Bangladesh	48/2, Azimpur Road, New Market, Dhaka 1205	2014	6 Months

Professional Qualification

Certification	Institute	Location	From	To
Professional Graphic Design	Creative IT Institute	Dhanmondi, Dhaka 1205	25 Nov, 2017	25 Apr, 2018

Career and Application Information

Preferred Job Category : Marketing/Sales, NGO/Development, Commercial, Data Entry/Computer Operator, Graphic Designer, Other Special Skilled Jobs

Looking For : Mid Level Job

Present Salary : Tk. 18000

Expected Salary : Tk. 30000

Preferred District : Dhaka

Preferred Organization Types : Wholesale, Retail Store, Event Management, IT Enabled Service, NGO, Development Agency, Trading or Export/Import, Multinational Companies, Direct Selling/Marketing Service Company, Real Estate, E-commerce

Skill

Fields of Skill	Description
• Adobe Photoshop • Adobe Illustrator • Adobe Premiere Pro • Microsoft Word • Microsoft Excel • Microsoft PowerPoint • Data Entry and Digital Content Creator • Digital Marketing • Content Creation • Typing Skill - Bengali and English • Social Media Management • Email • Microsoft Office • Artificial intelligence (AI) • Sales & Marketing • Client Relationship	Creative visual designer & digital operations assistant: • Ensure accurate data entry, document & file management, email handling, and MS Office tasks • Craft logos, brand identity, social and print graphics using Illustrator, Photoshop, and Canva • Edit and optimize videos for social (Premiere Pro, CapCut) with cuts, transitions, captions, and basic color work • Fast Bengali & English typing • Using AI tools to enhance design, content, video, and office tasks with improved efficiency, accuracy, and quality.

- Client Support
- Client Acquisition
- Sales Target Achievement
- Canva

Extra Curricular Activities

- Continuously learning graphic design, video editing, digital content creation, and AI tools
- Create visuals and short videos that enhance social media presence and support broader marketing objectives
- Dependable with deadlines, proficient in document and file management, and committed to improving workflows through targeted online courses.

Language Proficiency

Language	Reading	Writing	Speaking
Bangla	High	High	High
English	High	High	Medium

Personal Details

Father's Name : KAZI FIROZ ALAM

Mother's Name : MORIOM BEGUM

Date of Birth : 09 May, 1998

Gender : Male

Marital Status : Unmarried

Nationality : Bangladeshi

Religion : Islam

Permanent Address : Kazi Bari, Vill: Tulachara, Gopalpur, Begumganj, Noakhali 3828

Current Location : 143/1, Lalbagh Road, Dhaka-1211, Posta TSO, Lalbagh, Dhaka 1211

Blood Group : O+

Height (Meter) : 1.6764

Weight (Kg) : 52