

## PERSONAL INFORMATION

## Md. Saizul Amin



 Holy Tower, 273/3/Ga, 6<sup>th</sup> Floor, Flat C7, West Agargaon, Sher-E-Bangla Nagar, Dhaka-1207.

 +8801787444048, +8801833375133

 [saizulamin@gmail.com](mailto:saizulamin@gmail.com), [info@saizul.com](mailto:info@saizul.com)

 <https://www.saizul.com/>

 <https://bd.linkedin.com/in/saizulamin>

Sex Male | Date of birth 12/05/1998 | Nationality Bangladeshi

## WORK EXPERIENCE

Jan 2021 - present

## Technical Support Engineer, Head of IT

## Women's Environment and Development Organization (WEDO)

**Address:** House 35D, Road No.7, Banani, Dhaka 1213

**Mobile:** +880 1711-048310

**Email:** [info@wedobd.net](mailto:info@wedobd.net)

**Website:** <https://wedobd.net/>

**Main activities and responsibilities:****Technical Support Engineer-**

- Attend in-person meetings with clients to analyze, troubleshoot and diagnose hardware problems
- Actively update, maintain and monitor all aspects of computer networks
- Install and configure computer systems and applications within the company
- Respond to customer inquiries and assist in troubleshooting and resolving challenges
- Complete detailed reports listing requests to technical assistance, steps taken to resolve them, and the specific dates/individuals involved
- Assist management in creating training materials pertaining to computer troubleshooting and usage
- Act as the initial point of contact for all computer and system related concerns from clients or other employees
- PC Hardware Installation Troubleshoot.
- Organize and file documentation pertaining to warranties and instructional guides for computer hardware

**Head of IT-**

- Observe and assess all technological activities (such as network security) in line with predetermined objectives.
- Create and execute IT policies and systems to aid in the execution of the top management's strategic plans.
- Assess each department's business needs to identify what technology is required.
- Buy technology products and software that are effective and economical.
- Examine the usage of technology to make sure that it is effective and useful.
- Determine whether updates, reconfiguration, or new systems are required, and then inform management.
- To offer direction, coordinate IT managers and control computer scientists, technicians, and other experts.
- Manage spending and provide reports on it
- help establish connections with vendors and draft economical contracts
- Testing new technology
- Supervising other staff
- Replace parts as required
- Repairing hardware

June 2024 - present

## Virtual Assistant (Remote)

## UNIQUE MARK LIMITED

**Address:** 5A Cobalt Square, 83 Hagley Road, Birmingham, B16 8QG, United Kingdom

**Email:** [contact@uniquemark.co.uk](mailto:contact@uniquemark.co.uk) | Tel: +44 7837 800628 |

**Website:** [www.uniquemark.co.uk](http://www.uniquemark.co.uk)

**Main activities and responsibilities:**

- Website development and updates
- Search engine optimization
- Managing and handling social media
- Scheduling and calendar management
- Conducting online research
- Preparing reports and presentations
- Providing administrative support as required
- Testing web applications
- Technical documentation
- Monitoring website traffic
- Stay updated with industry trends
- Working with graphics and other designers
- Writing efficient code

**Oct 2024 – Present** IT Specialist (Remote)

**GREEN FUND INITIATIVE INC**

1655 Paulding Ave, Bronx, NY 10462, USA.

**Phone:** +1 929 247 6585.

**Email:** info@greenfundi.org

**Website:** greenfundi.org

**EIN-** 92-3830113

**Main activities and responsibilities:**

- Optimize performance
- Building and maintaining websites
- Cross-browser compatibility
- Back-end development
- Debugging errors
- Testing web applications
- Maintaining and updating websites
- Troubleshoot website problems
- Content management
- Create and edit content
- Responsive design

**May 2023 – Feb 2025** Junior IT Consultant

**Management Information System (MIS), Directorate General of Health Services (DGHS)**

**Parent organization:** Ministry of Health and Family Welfare

**Address:** Mohakhali, Dhaka, Bangladesh.

**Mobile:** 16263

**Email:** info@dghs.gov.bd

**Website:** <https://dghs.gov.bd/>

**Main activities and responsibilities:**

- Implementing a technological solution to meet business needs.
- Providing advice on technology best practices.
- Producing detailed reports on the efficacy of the technology.
- Diagnosing IT system problems, inefficiencies, and weaknesses.
- Develop agreed solutions and implement new systems.
- Organise training for users and other consultants.
- Monitoring ICT Equipment Distribution and Tracking System.
- Provide Technical Support to All private clinic, hospital and diagnostic centre in Bangladesh.
- Provide and solve login issue for All private clinic, hospital and diagnostic centre in Bangladesh.
- Activated new registered account for private clinic, hospital and diagnostic centre in Bangladesh.
- Provide Technical support for ICT Equipment Distribution and Tracking System to all govt. facility in Bangladesh.
- Manage and identify problem on Local Health Bulletin.
- Support to senior IT Consultant in DGHS.
- Designing and developing Shared Health Record information website.

**Aug 2020 - present** Wordpress Web Designer & Newswriter

**The Mail Bd**

**Address:** House-102 (2nd Floor), Block-Ka, Road-4, PC Culture Housing Society, Shyamoli, Dhaka 1207, Bangladesh.

**Mobile:** +88-01314-524749

**Email:** [themailbdnews@gmail.com](mailto:themailbdnews@gmail.com)

**Website:** <https://themailbd.com/>

**Main activities and responsibilities:****Wordpress Web Designer-**

- Create designs and visuals for the website (WordPress)
- Optimising sites for maximum speed and scalability
- Designing engaging and responsive landing pages
- Ensuring website function and stability across devices i.e. desktop, mobile, tablet
- Revise, edit, proofread & optimize web content
- Work with cross-functionally to enhance overall user experience of platforms
- Own various design tasks involved in the web development life cycle from start to finish
- Work with Elementor and WordPress to code and develop new pages and design of the website
- Stay aligned with the company's SEO, SEM and PPC goals and help drive that in alignment with the website and pages

**Newsreader-** (<https://themailbd.com/author/saizul/>)

- Writes news stories for publication or broadcast from written or recorded notes supplied by reporting staff, using computer or typewriter: Reviews and evaluates written or recorded notes obtained from reporting staff to isolate pertinent facts and details.
- Verifies accuracy of questionable facts and obtains supplemental material and additional details from files, reference libraries, and interviews with knowledgeable sources.
- Organizes material and writes story conforming to specified length, style, and format requirements.
- May discuss story length and format with EDITOR, CITY or with PRODUCER and FILM OR VIDEOTAPE EDITOR.
- May write news stories in foreign language.

[Govt. affiliated online portal providing authentic and genuine news since 2015.](#)

**Dec 2019 – Jul 2020**

**Computer Technical Support Engineer & Wordpress Web Designer****Bioscope Tv & Bioscope Limited**

**Address:** House-102 (2nd Floor), Block-Ka, Road-4, PC Culture Housing Society, Shyamoli, Dhaka 1207, Bangladesh.

**Mobile:** +88-01314-524749 , 02-9140602

**Email:** [info@bioscope-tv.com](mailto:info@bioscope-tv.com), [bioscope.ltd@gmail.com](mailto:bioscope.ltd@gmail.com)

**Website:** <https://bioscope-tv.com/> ; <http://www.bioscopeltd.net/>

**Main activities and responsibilities:****Computer Technical Support Engineer-**

- Administer & Manage Active Directory Server, File Server, Web Server, Database Server, Mail Server, Bit Defender and Kaspersky Security Centre.
- Troubleshooting all IT relevant issues of user requirements in different OS like Windows7, Windows8, Windows 10, Mac OS and Linux.
- Updating inventory of all hardware, software, networking components and maintaining proper documentation.  
Maintaining software for daily use.
- Monitoring and maintaining computer systems and networks
- Responding in a timely manner to service issues and requests
- Providing technical support across the university
- Ensure security of data, network access and backup systems
- Identify problematic areas and implement strategic solutions in time
- Perform any other job as assigned by the university authority from time to time.
- Install, configure, test and maintain operating systems, application software and system management tools in Desktop & Laptop.

[Govt. affiliated online TV, non-governmental, non-political social development and research organization.](#)

**Sept 2017 – Nov 2019**

**Digital Marketing Expert****Digitech Computers**

**Address:** Shikder Monjil, 2nd Floor, 207/2 West Kafrul, Taltola Begum Rokeya, Shameem Sharani, Dhaka 1207

**Mobile:** +88-01711-922229

**Email:** [info@digitech.com.bd](mailto:info@digitech.com.bd)

**Website:** <https://digitech.com.bd/>

**Main activities and responsibilities:**

- Plans and executes all web, SEO/SEM, database marketing, email, social media, and display advertising campaigns.
- Designs, builds, and maintains our social media presence.
- Measures and reports performance of all digital marketing campaigns and assesses against goals.
- Identifies trends and insights and optimizes spend and performance based on the insights.
- Brainstorms new and creative growth strategies through digital marketing.
- Plans, executes, and measures experiments and conversion tests.
- Collaborates with internal teams to create landing pages and optimize user experience.
- Utilizes strong analytical ability to evaluate end-to-end customer experience across multiple channels and customer touch points.
- Identifies critical conversion points and drop off points and optimizes user funnels.
- Collaborates with agencies and other vendor partners.
- Evaluates emerging technologies.

Computer Business, E-commerce.

## EDUCATION AND TRAINING

2017 – 2021 **B.Sc. Engineering in CSE**

**Bangladesh University of Business & Technology (BUBT)**

**Address:** Plot # 77-78, Road # 9, Rupnagar R/A Mirpur-2 Dhaka, Dhaka 1216

**Mobile:** +88-01810-033733

**Email:** [info@bubt.edu.bd](mailto:info@bubt.edu.bd)

**Website:** <https://bubt.edu.bd/>

**Major Course:** Wireless Networking, Network Security, Cyber Security and Digital Forensic, Cryptography, Communication Engineering.

**CGPA:** 3.15 out of 4

2015 – 2017 **Higher Secondary Certificate**

**Bormi College**

**Address:** Barmi, Sreepur, Gazipur

**Mobile:** +88-01190-129625

**Department:** Science

Wordpress Website Design and  
Developed by me

<https://info.shr.dghs.gov.bd/> and <https://en.info.shr.dghs.gov.bd/> - This is the first time I have developed a government website. This is an information website. Where there will be all the information of "Shared Health Record Bangladesh" project. As far as I know, "Shared Health Record Bangladesh" is a huge project

<https://www.pinnacleaiagency.io/> - At Pinnacle AI, we specialize in transforming the way businesses engage with their prospects and clients. Our cutting-edge AI-powered appointment setting solution seamlessly integrates with your marketing efforts to drive efficient, automated communication that delivers results.

<https://themailbd.com/> - One of the most well-known govt. authentic bangla news websites is themailbd.com. Since August 2015, this online news site has been delivering real-time news updates while utilizing the most advanced technologies available.

<https://www.bccd.org.uk/> - The British College of Career Development (BCCD). The British College of Career Development (BCCD) is an esteemed e-learning website dedicated to providing accessible and comprehensive educational solutions for career development. Our mission is to empower

individuals by offering a wide range of courses and resources tailored to various industries and professional interests.

<https://www.scaffoldingpromidlands.co.uk/> - Scaffolding Pro Midlands Ltd. Your trusted partner in elevating construction projects to new heights!

<https://greenfundi.org/> - Green Fund Initiative is a US based non-profit organization striving to create meaningful impact on the climate change affected population living in the hot spots. We implement small and medium scale result-based projects where the project participants are empowered through inclusion in the decision-making process.

<https://wedobd.net/> - Women's Environment and Development Organization (WEDO) is a non-governmental, non-political social development and research organization. It has been working in the field of development and research for over a decade in Bangladesh.

<https://www.navana-petro.com/> - Navana Petroleum Limited is a sister concern of Navana Group and Navana Group is one of the largest private sector groups in Bangladesh and has a strong and distinguished business history.

<https://td-plants.com/> - Top Direct Technical Services is designing breathtaking landscapes in the United Arab Emirates. With our skilled and reasonably priced landscaping services in Dubai,

<https://bioscopeltd.net/> - Bioscope Ltd. is a multidisciplinary consultancy firm for conducting/running multidisciplinary research, applied research, program evaluation in various steps of the various type of organization like NGO & INGO and act as a Service provider, Financial organization, Out Sourcing, Security Service, Non- profit organization, institution, Training centre, Education centre, Importer, Exporter, Manufacturer, Wholesaler, Retailer, Consumer and related organization.

<https://smapparelstore.com/> - SM Apparel Store is a new Apparel Brand in the USA. It provides high quality, timeless style, and the best design Apparel for the town.

<https://vividinterior.co/> - Vivid Interior is one of the best architecture firms in Bangladesh. It provides high-quality interior, Exterior, 3D Animation, and architectural design. From the beginning to now Vivid interior has been working with many buildings' constructions, Apartments, Hospitals, Restaurants, and offices as an interior and architectural partner.

<https://smgolfclassic.com/> - The Steve Mitchell Golf Recruiter USA based Program. A multidimensional master piece that gives any die hard golf fanatic the chance to win some of the best prizes in the region and earn big money! This a golf tournament with its very own affiliate program that will guarantee the 4 TOP Recruiters benefits that are completely unmatched!

<https://golffletix.com/> - Golffetix is modern all in one price comparison and review theme with best solutions for affiliate marketing. This site is only for demonstration purposes.

<https://www.farzanayasmin.com/> - Personal Blog site of a client.

<https://environmentbd.com/> - Personal Blog site of a client.

<http://ananna.com.bd/> - Personal Ecommerce Site.

<https://trustnfast.com/> - Personal Ecommerce Site.

## COMPUTER SKILLS

Basic Skills	Typing, Emailing, Online researching, Editing documents, Creating presentations, Creating spreadsheets, Using word processing documents, Completing file and document management, Using basic Microsoft Office applications.
Graphic Skills	Adobe Illustrator, Adobe Photoshop, Adobe Acrobat e (Non Professional)
Hardware Skills	Computer assembling & troubleshooting, printer, scanner troubleshooting. Good in troubleshooting on Operating Systems, Partition error, bad sector on hard disk, Data recovery and can repair simple physical problems of HDD, CDR etc. <ul style="list-style-type: none"> <li>• Hardware Development, Analysis, and Testing</li> <li>• Desktop Management Interface</li> <li>• Network Configuration</li> <li>• WAN/LAN</li> <li>• Technical Support and Troubleshooting</li> <li>• Network Security</li> </ul>

Software Skills	<ul style="list-style-type: none"> <li>• Connecting networks and servers</li> <li>• Repairing computer parts</li> <li>• All Operating Systems ( 98,ME, XP, Vista, Windows 7, 8, 10), IOS, Mac OS, Linux</li> <li>• All MS Office Programs (Word, Excel, Power Point etc.)</li> <li>• Most of HDD Partition software (Partition Magic, Acronix etc.)</li> <li>• Most of Antivirus software and others software too.</li> <li>• Expert hand in using Internet browsing and E-mailing.</li> <li>• Good experience in Internet and Internet related software's.</li> <li>• Code Blocks, Visual Studio Code, xampp, Android Studio, Netbeans. And</li> <li>• Good in troubleshooting all this programs.</li> <li>• Adobe premiere, Wondershare Filmora</li> <li>• Software and web development experience</li> <li>• Go High Level</li> </ul>
Web Design	Wordpress (Expert), PHP, UI, UX, HTML, MySQL, cPanel (Expert), Cascading Style Sheets – CSS
Programming Language	C, C#, C++, Java,
Digital Marketing	Google Ads, Google Analytics, Google Adsense, Google Campaign Manager, Google My Business, Google Search Ads 360, Search Engine Optimization (SEO) (Off Page, On page), Email marketing, Content marketing, Mobile marketing, Social media marketing(Expert), Forum marketing, Affiliate marketing, Marketing automation, Influencer marketing, Referral marketing.
IT applications and support	<ul style="list-style-type: none"> <li>• Technology diagnostics</li> <li>• Network support</li> <li>• Systems administration support</li> <li>• Security programming</li> <li>• Server connection and management</li> </ul>

PERSONAL SKILLS

Mother tongue(s) Bangla

Other language(s)	UNDERSTANDING	SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production
Bangla	Good	Good	Good	Good
English	Good	Good	Good	Good

Organisational / managerial skills

- Leadership (currently responsible for a project team of 6 people)
- Time management
- Work-life balance
- Identifying problems
- Effectiveness

Job-related skills

- good command of quality control processes
- Active listening
- Problem-solving
- Customer service

Mind Strength

- Planning capability and analytical ability.
- Excellent communication skill.
- Ability to manage and work under pressure.
- Ability to leading, controlling and self-motivated

ADDITIONAL INFORMATION

Project Restaurant Management System, The Market & Price Monitoring System, Quiz Game, E-commerce,

- COVID-19 Tracker, Traffic Light Project.
- Seminars
    - Career Talk
    - Graphics Design
  - Memberships
    - Media & Public Relationship Secretary at BUBT Social Welfare Club
    - Former Media & Public Relationship Secretary at ESAB BUBT Unite Face
  - Sports & Athlete
    - Member of BUBT Sports Club
    - Right-arm fast-medium bowler of BUBT Cricket Team 2018-19, Team Official (2020-21)
    - Played for-
      - Bangabandhu ULAB Fair Play Cup 2020
      - DIU Indo-Bangla T20 Cricket Tournament 2019
      - Bangabandhu Inter University Sports Champs
      - Clemon Indoor Uni Cricket 2018
      - ULAB Fair Play 2019
      - Clemon Indoor Uni Cricket 2018
    - Captain of Team Hypertext Assassins (CSE Dept.)

## References

**Md. Ruhul Amin**

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 Holy Tower, 273/3/GA  
 West Agargaon, Flat-C7, Dhaka-1207.  
 Phone : 8141520 (Office)  
 Mobile : 01711-922229.

**Mohammad Kamrul Hassan, PhD****Executive Director**

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 Bangladesh.  
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 E-mail : mkhassan1@alum.up.edu.ph