Minhaz Uddin

Address: Tera bazar, Sherpur Town, Sherpur-2100
Mobile: (+88) 01724-230683 (Imo, Viber, WhatsApp)
E-mail: hafijminhaz@gmail.com, Skype**:** live:hafijminhaz
LinkedIn: www.linkedin.com/in/minhaz-uddin-9546b012b
Website: www.minhaz.com.bd

Career Objective:

To work as a **Trainer/Speaker any ICT Company or Organization** with immense responsibilities so that my situational and transformational leadership style, communication skill, interpersonal skill, problem solving skill, relevant knowledge & 5+ years' experience can be solely utilized for the organizational development.

Key Proficiencies:

- Motivation Speech and Team Lead
- Freelancing Awareness
- Web Development, Web Design,
- Coaching, Counseling, Mentoring
- Program Implementation
- Coordination & Risk Management

- Creativity & Decision Taking
- Monitoring & Supervision
- Contract Management & Negotiation
- Change Management
- Human Resource Management
- Stakeholder Management

Personal Information:

Date of Birth: 02nd May, 1997   NID Number: 8679948383

Freelancing Experience:

Web Design & Application Developer at Up-work, Fiverr & Freelancer marketplace and Agency
Duration: 2018 to Still now. 6 Years Experience. Total Earning: Online & Offline Marketplace $50k average monthly Income $2500-$3000 in Online Market place with passive income
Field of area: Programming, Front-End, Back-end, Full stack web Development sector.

Working Experience:

1. Name of the Company: IT Touch Solutions (Creating Skilled Manpower, Freelancer & Entrepreneur)
   Designation: Managing Director   Duration: 1st Jan 2023 to still
2. **Name of the Company:** Habro Systems Ltd, Gulshan-1, Dhaka-1212 (www.habrosystems.com)
   (Software Development Company since-2018)
   Designation: Director (IT)   Duration: 1st May 2022 to dec 2023
   Job Responsibility:
   - New Products Launch and development
   - Office Management
   - Meeting with new companies and informing them about our products.
3. **Name of the Company:** KM IT Firm, Sherpur. (www.kmitfirm.com)
   Designation: managing Director   Duration: 1st Jan 2023
   Job Responsibility: Arrange New course (Web an Graphics, Freelancing) Online & Offline.
   TOT Training, Taking care of everything in the organization.
4. **Name of the Organization:** Silent Hands Support Incorporate (Australia Based NGO)
    website: www.silenthandssupport.org
   Designation: IT Specialist and Country Coordinator   **Duration:** From Mar'19 to Jan 2022
Job Responsibility:
   - Team Lead, Web Design and Development and Maintenance, Code organized. New project design
   - Take care of orphans and taking necessary steps to ensure the future of the children. Admission of sponsored children to educational institutions and fulfillment of all requirements
   - Create website, Redesign and Update company website. Maintained software and website.
   - Moderate Social network site and News, blog, Event post.

Major Achievement:
- Created 150 website (PSD to HTML), Completed 650 **one meal project** for orphan and helpless children. Monitored the entire material selection, sourcing, purchase & procurement work & led the contractor & worker selection from planning to implementation phase.
- Distributed Blanked among 20,000 people & fed another 25,000 people during Eid festival.

5. **Name of the Organization: Basmah (American based NGO) www.basmah.org**
Designation: Project Manager   **Duration:** From Mar'17 dec 2018
Job Responsibility:
- Website Create, Theme & Plugin Customization, Social Network Maintenance, Software maintenance
- Create Contact form, PSD to HTML, Website updates, Social media post.
- Project Create, Regular field visit & implementing the project work for the people of different community
- Establishing Tube well, Toilet, Mosque at different community & ensuring proper implementation
- Communicating with different contractors, distributing task among the people & regular follow up.
- Sourcing, purchase & procurement of the required items & disbursing them properly.
- Ensuring quality work within the budget of the organization & of course within the time period.
- Finding poor family, analyzing their need & disbursing them the relief properly.
- Nominated for working for Rohinga Refugees & developing their life.

Major Achievement:
- Create 30 Website, 15 theme customize, 18 plugin customize, 40 psd to html conversation.
- Made 25 mosques, 114 house in Rohingya refugee camp CoxsBazar & monitored the entire material selection, sourcing, purchase & procurement work & led the contractor & worker selection from planning to implementation phase.
- Distributed new cloths among 30,000 people & fed another 10000 people during Eid festival.
- Disbursed relief among 30000 flood affected family & selected the nominees.
- Arranged iftar for 9000 Rohinga Refugees & distributed them properly with proper reporting.
- Established 10 new house & 8 toilets for the accommodation of Rohinga Refugee.
- Supervised the installation of 500 tube wells & 8000 people were benefited from it.

6. **Name of the Organization: SoftEver**   Website: www.softever.com.bd
Designation: Business Development Executive   **Duration:** From Jan'17 toNovt'17
Job Responsibility:
- Providing different education & accounting software to the local clients.
- Communicating with the customers, understanding their need & serving them accordingly.
- Finding new clients & nursing the existing clients to ensure repeat business.
- Demonstrating the product & service of the company to different clients.
- Preparing proposal, regular follow up of the proposal, negotiation & order finalization.

7. **Name of the Organization: Jamia Siddiqia Madrasa, Sherpur.**
Designation: Asst. Teacher   **Duration:** From Jan'14 to Still
- Conducting different class for the students as per the national curriculum.
- Taking extra care for the weak students & motivating them for different extra curriculum work.
- Preparing class lectures & notes & providing to the students, taking exam, checking scripts.
- Working as an exam invigilator & assisting in different administrative work of the organization.

8. **Name of the Organization: Hajj & Omrah Training Centre.**
Designation: Trainer   **Duration:** From Jan'12 to Dec'14
- Conducting training to the participants by understanding their need.

Extra Education Trace:
- Completed IFta (Mufti) at Qawmi Education Board
- Completed Takmil fil Hadith, Dawra Hadith (Mastar's) 2016
- Completed Hifzul Quran(Quran Hafez) -2008

Academic Qualification:
- M.A in Department of Islamic Studies at Ananda Mahan College, Mymensingh. 2021
- BA (Hon's) in Islamic studies from National university in 2018 with CGPA 3.00 out of 4.00
- Kamil (Master's in Hadith) Studies from Islamic Arabic University in 2020 CGPE 3.00
- Fazil (Degree) Islamic University Kushtia in 2017 with CGPA 3.50.
- HSC in Humanities from Madrasa Education Board in 2014 with GPA 3.58
- SSC in Science from Madrasa Education Board in 2012 with GPA 4.31

Part Time Job Experience:
- **Lead Trainer & Focal Point, EDGE Project (Under Public University)** Ongoing
- Motivational Speaker at Smart Employment fair Conducted by ICT Division.
- Organizer of Qawmi Youth Program. Completed 15th Program on 12 Districts.
- Web Programming Trainer at ICT Division (Contractual) Ongoing.
- Freelancer Trainer at Department of ICT (Contractual), Completed 15 Batch.
- Web Developer Trainer at DC Office Sherpur, Conducted by ICT Ministry from 26 jan 2021 - 23 Feb 2021
- Project Director at **It Touch In Qawmi Madrasa** Financed & Supported by ICT Ministry from Feb 2019 to Dec 2024 (First Project in Bangladesh) Ongoing. Complete 25 projects.
- Worked as a district correspondent of **Ourislam24.com & BDmorning.com** from Jan'16 to 2018
- Served as a Graphics Design Trainer at **IT Institute, Sherpur** from Jan'15 to Dec'16

Training:

- Full Stack Web Developer: Programming Hero. (Mentor, Jhankar Mahbub)
- PHP Laravel Course from Ostad (Mentor- Hasin Hyder and Rabbil Hasan)
- Web Development: SoftTech-IT Institute, Uttara, Dhaka (Mentor- Tariqul Mawla Sujan)
- Freelancing as a Elementor pro Expert: Instructory, Dhaka.
- PHP MYSQL course from Instructory (Mentor- Abdullah Nahian)
- Advanced web Design from Instructory (Mentor- Abdullah Nahian)
- The Book of Fiverr- Freelancing A2Z Course from Instructory (Mentor- Rifat M Huq)
- Facebook Marketing, Instagram Marketing, Email, Lead Generation
- Web Design: Training with live project.
- WordPress theme Development: Coders Foundation, Dhaka (Mentor- Moshiur Rahman)
- Wordpress Customization: Softtech IT Institute. (Mentor- Tariqul Mawla Sujan)
- Exclusive English Course: Instructory, Dhaka. (Mentor- Ruthila)
- Facebook Marketing for All: Instructory, Dhaka.
- Email Marketing Specialist with MAILCHIMP.
- Social Media Marketing
- Diploma in Computer Science: Bangladesh Technical Board
- Diploma in Computer Office Application-2014 (Department of Social Service, Sherpur)
- Certificate in Computer Science Application (Science & Information Technology, Sherpur)
- LICT Course Web Design Conducted by Ernst & young LLP, India under Leveraging ICT for Growth.
- Graphics Design (under Seif) Technical School & Collage, Sherpur.
- TOT (Freelancer) ICT Division

Volunteering Experience:

- District Correspondent of AS-SUNNAH Foundation, Dhaka.
- Brand Ambassador Smart Bangladesh (ICT Division)
- Member and Speaker of Smart Employment Fair Organized by ICT Division.
- Long term Volunteer of **UNICEF** (Sherpur District) & Ambassador of Durbar (conducted by ICT Ministry)
- **Cyber Security Ambassador** of ICT Bangladesh & Ambassador of Youth Opportunity's Bangladesh.
- Joint Secretary of Kaler Konth Shuvo songho.
- Secretary at Foundation for children, Sherpur & volunteer at Light of Hopes & Project Khata-Kolom
- Religion Secretary: Sherpur Youth Reporters Club & Executive Member of BD Clean, Sherpur.
- Social Welfare Secretary of Silent Hands Support Society Bangladesh.
- Moderator of BD SKILLS GOV.BD
- Executive Member of Prokrity o Jibon

Awards Achievement:

- **Winner:** Smart Bangladesh Award 2023. Honorable Prime Minister presented the award
- Awarded as Rising youth Award conducted by National Youth career Inst.
- Best Freelancer award received from Freelancer community of Mymensingh.
- Best Freelancer award Sherpur District
- Country Research award received from Rokomari.com, Conducted by Dhaka Reporters Club
- District Administration Entrepreneur Award received from DC Office Sherpur.
- Best Freelancer award received from Ministry of ICT 2017 (LEDP)
- Innovation Award from DC Office Sherpur.
- Awarded as ' **Digital Social foundation Innovator Conducted by** Bangladesh digital social innovator summit-2019"
- Nominated 2019-20: SDG Action Campaign, Bonn, German.

Computer Skill: Sound in Microsoft word, excel, & power point presentation, Database.

Graphics Design: Adobe Photoshop, Adobe Illustrator, InDesign, XD, Figma.
Programming knowledge: html5, css3, JavaScript, Jquery, Bootstrap, PHP MySQL, WordPress, Python.

Language: Fluent in Bangla and Medium English

Reference:
- Mustafa Kamal, DG, Department of ICT, Mobile: (+88)0 1706-609184
- A T M Ziaul Islam, Joint Secretary ICT Division. Mobile: 01720563929

Signature: **Date:** 23 Aug 2024