



TOUFIK ALAHE TOPU

ICT EXPART & WORDPRESS WEB DESIGNER

📍 5000 Panchagarh
Rangpur, Bangladesh

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Dear Sir/Madam,

My name is Toufik Alahi Topu. I am well known for my presentation skill. Enter a well-reputed organization in a suitable position having the intention to work with honesty, sincerity and to learn grow and eventually take greater responsibilities and face the challenge of the time to gain experience and skills for a successful career and

Another quality for me that I feel proud of is- I'm a quick learner and a self-motivated person.

Personal Details

✚	Name	MD. Toufik Alahe Topu
✚	Father's Name	MD. Nazrul Islam
✚	Mother's Name	MST. Peyara Begum
✚	Permanent Address	Village: MithaPukur. Upozilla: Panchagarh. District: Panchagarh Sadar.
✚	Present Address	Village: MithaPukur. Upozilla: Panchagarh. District: Panchagarh Sadar.
✚	Date of Birth	19 - MAY - 1999
✚	Gender	Male
✚	Religion	Islam
✚	Marital Status	Single
✚	Nationality	Bangladeshi
✚	Blood Group	AB+ (ve+)
✚	Height	5' 11"
✚	Body Type	Medium
✚	Eye Color	Black
✚	Passport No.	A03229350
✚	National ID No.	2854382575
✚	Driving license No.	PG00003935L00001



TOUFIK ALAHE TOPU

ICT EXPART & WORDPRESS WEB DESIGNER



WORK EXPERIENCE

2017 - Present ●

WEB DESIGNER

Online Market Place

I'm specially like WordPress Web Design & Theme Customization. I'm skilled with this WordPress Web Design. I have been working as a Web Designer since last five years in various market places.

2018 - 2019 ●

IT SUPERVISOR & WEB ANALYST

Image Retouching Zone (Graphic Design Company)

JOB RESPONSIBILITIES:

- ✓ Receiving Client's Emails.
- ✓ Maintenance All Order.
- ✓ Maintenance All Office Staff.
- ✓ Explaining Their Daily Work To All Office Staff.

JAN 2021 - NOV. 2021 ●

WEB DEVELOPER

RB Express (E-Commerce Company)

JOB RESPONSIBILITIES:

- ✓ Maintenance All Order.
- ✓ Maintenance Of Their Website And All Social Media Platforms.
- ✓ Taking All Online Orders And Completing Those Orders.
- ✓ Daily Monitoring Of All Orders And Stock Of All Products.
- ✓ Solving All Customer Problems.

OCT. 2023 - MAR. 2024 ●

WEB DEVELOPER

Branex IT LTD

JOB RESPONSIBILITIES:

- ✓ Making any Kind of Website With all Client Requirements.
- ✓ Maintenance Of Their Website And All Social Media Platforms.
- ✓ Completing all Website Orders On Time.
- ✓ Daily Monitoring Of All Client's Websites.
- ✓ Solving All Customer Problems.



EDUCATION

2018 - 2022 ●

BACHELOR OF ARTS

Carmichael College, Rangpur, Bangladesh

♥ Rangpur

Department : Philosophy
Passing Year : 2022
Result : 2.63 (Out Of 4)
University : National University.

2016 - 2018 ●

HIGHER SECONDARY SCHOOL

Cantonment Public School & College Saidpur, Nilphamari. ♥ Saidpur

Group : Humanities
Passing Year : 2018
Result : 3.75 (Out Of 5)
Board : Dinajpur Board.

2016 ●

SECONDARY SCHOOL

Ahmednagar High School, Panchagarh.

♥ Panchagarh

Group : Humanities.
Passing Year : 2016
Result : 4.06 (Out Of 5)
Board : Dinajpur Board.



WHY ME?

- * Honest and Punctual.
- * Quick Learner.
- * Like to take the Challenge.
- * Hard Working.
- * Amiable and Friendly.
- * Having strong interpersonal and Communication skill.



SKILLS

Adobe Photoshop	● ● ● ● ●
MS Word	● ● ● ● ●
MS Excel	● ● ● ● ●
Power point	● ● ● ● ●
Web Design	● ● ● ● ●
Communication	● ● ● ● ●
Multi-Tasking	● ● ● ● ●



CERTIFICATIONS & TRAINING

- ✓ **COMPUTER BASIC & ICT APPLICATION COURSE.**
Department of Youth Development Ministry
- ✓ **ENTREPRENEURSHIP & SKILL DEVELOPMENT**
Bangladesh Investment Development Authority (BIDA)
- ✓ **REGIMENTAL CAMPING POWER BY BD ARMY**
Bangladesh National Cadet Corps (BNCC)
- ✓ **LIVESTOCK & PRIMARY TREATMENT**
Department of Youth Development Ministry
- ✓ **BANGLADESH CENSUS AND HOUSEHOLD CENSUS**
Bangladesh Bureau of Statistics
- ✓ **BANGLADESH ECONOMIC CENSUS**
Bangladesh Bureau of Statistics



LANGUAGES

Bangla	● ● ● ● ●
English (GOOD)	● ● ● ● ●
Hindi	● ● ● ● ●



CONTACTS

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