

# NAHIN FARDOUS BADHON

WEB DESIGNER & WORDPRESS DEVELOPER



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-  <https://nahin.webflow.io/>

## PROFILE

Utilizing my 3 years of professional experience, I am working as a Web Designer & WordPress Developer. Also, I am an Administrative Assistance Specialist. It is such a golden experience I have, as a self-motivated, dedicated, and hardworking person, I can deliver efficient results as well using my academic knowledge optimally.

## SKILLS

- Web Design
- WordPress Web Development
- WordPress Theme Customization
- WooCommerce Website Development
- WordPress Speed Optimization
- Admin Support
- Virtual Assistant
- Problem-Solving
- Project Management Tools
- Customer Support/ Client Service and so more

## EDUCATION

### S.S.C - SCIENCE

Kurigram Collectorate School and College

2014 - 2015 (4.33 out of 5)

### DIPLOMA IN ENGINEERING - COMPUTER TECHNOLOGY

Reliable Polytechnic Institute, Bogra

2016 - 2017 (CGPA 3.89 out of 4)

## EXPERIENCE

### WORDPRESS DEVELOPER

#### SEO Expate Bangladesh Ltd.

August, 2022 - Present

- WordPress Theme Customization
- WordPress Web Design & Development
- WooCommece Website Development

### IT EXECUTIVE

#### Advanced IT

March, 2021 - August, 2022

- Administrative Assistance & E-Commerce Specialist
- Virtual Assistant, Online Researching, Market Research & Analysis
- Data Entry, Data Mining, and Lead Generation
- Web Design, WordPress Customization & Development
- Customer Support/ Client Service
- Project Management & Time Management

## SPECIALIZATION

- Time Management, Project Management
- Problem-Solving, Multi-Tasking, Great Communication
- Team Player

# TRAINING

**ADMIN SUPPORT**  
**Cybertech - Joleshawritola, Bogura**  
Duration: 3 month (2019)

**WEB DESIGN & DEVELOPMENT**  
**LEDP - ICT Division, Dhaka**  
Duration: 3 month (2020)

**WORDPRESS DEVELOPMENT**  
**Codersfoundation - Dhaka**  
Duration: 6 month (2021)

**INDUSTRIAL TRAINING**  
**Dream IT - Joleshawritola, Bogura**  
Duration: 1 Year (2020)

# PERSONAL DETAILS

- Father's Name: Md. Asaduzzaman Razu
- Mother's Name: Most. Nazmin Ara Baly
- Date of Birth: April 6, 2000
- Gender: Male
- Blood Group: B+
- Marital Status: Married
- Nationality: Bangladeshi
- National Id No. : 3312657749
- Religion: Islam
- Permanent Address : Vill: Khamar Tabakpur, P.O: Tabakpur, P.S: Ulipur, Dist: Kurigram.

I hereby confirm and verify all the facts mentioned above and I hold the responsibility for authenticity and correctness.

**Nahin**  
**Nahin Fardous Badhon**

