

MAHIBUL ISLAM FUHAD

PROFESSIONAL SUMMARY

An administrative professional possessing a strong desire to learn and grow professionally. Adept in making key decisions and working with other professionals to achieve goals and solve problems. Skilled at building effective and productive working relationships with clients and staff. I'm committed to professional and personal excellence.

WORK HISTORY

Temporarry Virtual Recruiter, 09/2023 to 09/2023

The JWP Solutions - GEORGIA

- Maintained high suitability standards through diligent screening, interview, and assessment processes.
- Handled end-to-end recruitment processes, ensuring smooth and swift transactions from initial advert to job offer.
- Informed candidates about interview results and made job offers to successful interviewees.

Operation Manager, 10/2022 to 10/2022

Global Investors CO. - Florida

- Find Property listings. Call owners about their prospect listings to confirm and finalize the prospect deal.
- Run Social ads on Facebook, Instagram, and Snapchat worth \$500 daily.
- Create and Manage Shopify Store. Build Shopify store from A To Z.
- Increased sales by 10%
- Led recruitment efforts and training of new employees.
- Ensure proper training for New employees.

Virtual Recruiter, 08/2022 to 08/2022

Paragon Global - Mosta

- Post Opening Jobs on Job Boards and Freelancing sites like Indeed, Upwork, PPH, and LinkedIn.
- Properly screened more than 30 candidates daily.
- Track Applications via Workable ATS
- Take an Initial Interview of candidates before selecting candidates for the final round Interview Process.
- After selecting candidates from the final round of Interviews, manage the onboarding process after discussing it with the HR Team.
- Prepared and set up new employee orientations.
- Selected applicants meeting specified job requirements and referred to hiring personnel.
- Informed job applicants of acceptance and rejection of employment.
- Experienced with social media and communications platforms.

CONTACT

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SKILLS

- Communication
 - Time Management
 - Teamwork
 - Adaptability
 - Multitasking
 - Problem-Solving
 - Research
 - Multitasking
 - Fast Learner
 - Administration
 - Training And Development
 - Time Management Abilities
 - Strong Communication Skills
 - Customer Inquiries
 - Task Prioritization
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TOOLS

- Microsoft Outlook/Gmail/Yahoo
- ChatGPT/Google Bird/Bing
- Google WorkSpace
- Canva
- G-Suite
- Calendly
- Trello/Time Doctor
- Slack
- Microsoft Office/Excel /PowerPoint
- Zoom/Meet/Teams
- Skype/WhatsApp/Telegram /iMessage
- Workable

DIGITAL MARKETING MANAGER & EXECUTIVE VA , 07/2021 to 06/2022

Hire Programmers - Boulder

- Worked alongside and managed a six-person marketing team and two graphic designers.
- Managed a team of marketing professionals to ensure the success of marketing campaigns.
- Do daily meetings with groups regarding work progress.
- Submit working reports and progress reports to the CEO.
- Communicated with clients and scheduled face-to-face meetings.
- Help Accountant to file Gov and State Taxes.
- Register company in the US Government for Government Bidding Opportunity DUNS, SAM, VIP, Open-gov, Etc.
- Assisted in creating graphic materials for the use of the marketing department.
- Do Social Media ads when needed for the company and clients and track the activities of ads regularly.
- Conferred with legal staff to handle copyright infringement or royalty-sharing issues.
- Fostered relationships to maintain existing clients while developing new relationships to attract potential clients.

- Shopify
 - LastPass
 - DocuSign/Sign Request
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 - FreshBooks
 - Google Drive/OneDrive /Mega/DropBox
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Executive VA

- I Maintained and managed calendars and emails. In addition, I reviewed incoming and outgoing correspondence.
 - Coordinated and planned meetings, events, and domestic and international travel arrangements.
 - Open a New Company on Behalf CEO, manage legal documentation, and file taxes yearly for the New Company.
 - Coordinate with Accountant to file State and Government Taxes.
 - Keep Daily notes and reports before starting work.
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EDUCATION

Bachelor of Business Administration, Marketing, 2022

Shanto Mariam University of Creative Technology - Dhaka

CGPA 3.52

Certificate of Higher Education, Business Studies, 2017

Tongi City Collage - Gazipur

GPA 3.10

LANGUAGES

Bengali

Native

English

Advanced

Hindi

Elementary
