



MD. TANVIR FAISAL

CAREER OBJECTIVE

I want to prove myself as a highly committed individual with the ability to determine the need of my employers. My aim is to utilize my analytical ability and instinct to make the right decision at the right time. I am interested to support all sorts of socially-responsible and high-performing organizations through my good work. I want to utilize my knowledge, interpersonal communication skills, team management and leadership skills, effective problem-solving capabilities, crisis handling experiences, and volunteering experiences to exceed myself in every aspect.

PERSONAL INFORMATION

Name: Md. Tanvir Faisal

DOB: 25th September, 1995

Address: Minni Mahal

Chandonpura, Chattogram.

Contact:

Skype: +8801516174824

Phone: +8801830665905

E-Mail: tanviratwork@gmail.com

Portfolio:

<https://www.clippings.me/tanvir>

PROFESSIONAL EXPERIENCES

Sep'18 – Mar'20



Working as a **Senior Content Writer** at **Doodle Digital**

Here my responsibilities were as follows:

- Conducting in-depth research to develop content for blogs, articles, product descriptions, social media and the company website
- Proofreading contents for errors and inconsistencies
- Editing and polishing existing content to improve readability
- Using SEO best practices to increase traffic to the company website
- Creating compelling headlines and body copy
- Writing outlines for freelance writers
- Instructing the freelance writers when needed

Oct'17 - Jul'18



Worked as a **Creative Content Writer** at **Drasson**.

My responsibilities were:

- To research ideas and facts depending on the type of content/topic assigned or given keyword.
- To develop ideas derived from online/offline research and organize the same on paper or computer applications.
- To write fresh and unique content based on research by following instructions provided for each type of article/content.
- To ensure that web page content is edited properly to increase onscreen readability.
- To rewrite, paraphrase or write content from scratch depending on specific instructions provided by the project manager.
- To edit and proofread others' articles.

ACADEMIC QUALIFICATION

2017 - 2018

International Islamic University Chittagong- IIUC

MA in English Language Teaching

CGPA 3.67

2013 - 2016

International Islamic University Chittagong- IIUC

BA in English Language and Literature

CGPA 3.50

KEY SKILLS

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills
- Creative writing- both professional and literary
- Adaptability
- Good team player
- Leadership skills
- Organizing skills
- Language skills: Fluent in Bangla & English
- **Computer Skill:** MS Word, MS PowerPoint, MS Excel.

KNOWLEDGE OF

- Basic SEO Keyword Research
- Blog Writing
- SEO-friendly Content Writing
- Product Description Writing
- Product Review Writing
- External & Internal Linking
- Script Writing
- Dissertation Writing
- Writing Outlines for Freelancers
- Writing Instructions for Freelancers
- Research & Analysis
- Teaching English

INTEREST/ HOBBIES

- Traveling to new places
- Eating different foods
- Watching movies
- Attending music concerts
- Knowing different culture & people
- Writing poems
- Making short-films
- Watching cricket games

EXTRA-CURRICULAR & VOLUNTARY ACTIVITIES

- Working as **Secretary** of **SEED Bangladesh**. (Social Enlightenment and Economic Development)
- Worked as the **Assistant General Secretary** of **ELLS** (English Language and Literary Society) at IIUC.
- Worked as **Facilitator** at **Educate The Deprived**
- Worked as **Associate Member** at **Thanx**

CREATIVE WORKS

- Working as a **Freelance Proofreader**
- Worked as an **Editor and Contributor** to different Magazines. (i.e. EYE, Nehlin)
- **Wrote poems** for different Magazines. (i.e. Troimashik Proticchobi, Proyash, The Expression)
- Won an **Award** for script-writing at **Chittagong SHORT Script Writing Festival 17**

SOCIAL MEDIA

Facebook:

www.facebook.com/hasib.the.boss

LinkedIn:

www.linkedin.com/in/md-tanvir-faisal/

Instagram:

www.instagram.com/abd_ul_hasib

WhatsApp: +8801830665905

REFERENCES

Professional

Mr. Md. Shah Alam

Organization: Doodle Digital

Designation: Managing Director

E-Mail: ma.monim35@gmail.com

Cell: +8801820068184

Academic

Mr. Md. Eftekhar Uddin

Organization: International Islamic University Chittagong

Designation: Associate Professor

E-Mail: eftuiuc@yahoo.com

Cell: +8801912563239