



Md Suman Halder

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WORK EXPERIENCE

Front-end Web Developer

DOBEFY OÜ [01/10/2020 – Current]

City: Tallinn

Country: Estonia

DOBEFY OÜ is located in Tallinn, Estonia and is part of the Commercial Printing Industry who mainly work based on graphic and web design & Development. My main task is to make UI development by using HTML, CSS, JAVASCRIPT and CMS.

Digital marketer

Adalia Holding OÜ [25/06/2018 – 24/04/2019]

City: Tallinn

Country: Estonia

Key Responsibilities:

- Supporting the Marketing activities to key account Manager and marketing team with project organization
- Conducting market research and analyzing marketing surveys
- Employing online marketing analytics to gather information from web and social media pages
- Daily monitoring and reporting about main social media marketing activities (LinkedIn, Facebook, Blogging)
- Updating databases, spreadsheets, and inventory lists
- Composing and posting online content for the company's social media page and website
- Assist in the campaign planning and design for e-mail marketing actions (Mailchimp)

Assistant International student counselor

EUAS [06/12/2017 – 06/03/2018]

City: Tallinn

Country: Estonia

Key Responsibilities:

- Create and hold induction presentations to new international students during arrival periods.
- Guide new students provide different information among them based on education & life in Estonia.
- Provide assistance to all international students for all visa related issues.
- Organize various orientation programs and workshops for all international students.
- Conduct web based research to provide up to date information in response to student queries and where appropriate.
- Demonstrate expertise in the Estonian government's immigration regulations and provide relevant, accurate advice to students about their immigration status and future options.
- To deal with inquires from international students via email, telephone and face to face.

Part time Teacher

Svarnagram R.N. High School [02/02/2010 – 04/12/2010]

City: Dhaka

Country: Bangladesh

Key Responsibilities:

- Instruct through lectures, discussions, and demonstrations in two subjects such as English, Mathematics.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Prepare materials and classrooms for class activities.
- Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Prepare reports on students and activities as required by administration.
- Sponsor extracurricular activities such as clubs, student organizations, and academic contests.
- Perform administrative duties such as assisting in school libraries, hall and cafeteria monitoring, and bus loading and unloading.

EDUCATION AND TRAINING

The Complete Web Developer

Zero To Mastery Academy(Udemy) [01/01/2019 – 30/04/2020]

Address: Zero To Mastery Academy(Udemy),

<https://www.udemy.com/course/the-complete-web-developer-zero-to-mastery/>

Field(s) of study: Web Development

Key Skills:

- HTML-5
- CSS-3
- Bootstrap
- JavaScript
- Command line
- Git&GitHub
- NPM
- React.js&Redux
- Https/JSON//AJAX
- APIS
- Node.js&Express.js

Creativity and business innovation

Vilnius University of Applied Science [25/09/2018 – 30/06/2020]

Address: Saltoniškių str. 58, 08105 Vilnius (Lithuania)

<https://www.viko.lt/>

Creativity and business innovation

Estonian Entrepreneurship University of Applied Science [30/11/2015 – 31/08/2018]

Address: Suur-Sõjamäe 10a, 11415 Tallinn (Estonia)

<https://www.euas.eu/>

Diploma in Computing

NYDASA Institute of Science and Technology [01/01/2013 – 01/01/2015]

Address: North South Road, 1000 Dhaka (Bangladesh)

<https://www.nydasa.com/>

LANGUAGE SKILLS

Mother tongue(s):

Bengali

Other language(s):

English

LISTENING C1 READING C1 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Russian

LISTENING A1 SPOKEN PRODUCTION A1

SPOKEN INTERACTION A1

DIGITAL SKILLS

Computer skills

Microsoft Office: Word, Excel, Access, Power Point, Outlook. / All ten fingers typing / Social Media

Web Development

Web Development HTML 5 CSS JavaScript / UI Design (Figma) / Wordpress, Blogspot, Pathfinder blogs creation and maintenance

Digital Marketing

Email marketing / SEARCH ENGINE OPTIMISATION / Blogging / Website Maintenance

Communication and interpersonal skills

Public Speaking / Problem solving and decision-making / Good listening skills / Negotiation Skills