

Syed Mahin Mostakim

Rajganj Abashik, Hamjarbag, Chattogram
018 62100949 | smahinofficial@gmail.com



Summary

Motivated and detail-oriented IT professional with a Diploma in Computer Technology and hands-on experience in networking, web development, digital marketing, and ICT training. Skilled in maintaining IT systems, troubleshooting hardware/software issues, developing websites, and delivering engaging technical training. Currently pursuing CCNA and MTCNA certifications to expand expertise in network administration. Recognized for leadership, problem-solving, and a strong commitment to continuous learning and digital transformation.

Professional Experience

IT Support Staff

Pacific Attires Ltd. | July 2024 – Present

- Maintaining IT systems, troubleshooting issues, performing Oracle & Excel data entry, and preparing reports.

Digital Marketing Intern

Shodespolli | Feb 2024 – May 2024

- Executed SEO and social media campaigns, analyzed metrics, and improved online engagement.

Web Development Intern

Well-Up Technology | Aug 2023 – Nov 2023

- Developed and maintained responsive websites using PHP (Laravel).

Master Trainer (ICT)

Sheikh Russel Digital Lab (SRDL) | May 2023 – July 2023

- Trained teachers on MS Office, basic networking, and troubleshooting techniques.

Director & Lead Trainer

Chatgar IT Training Institute | Sept 2021 – June 2023

- Managed institute operations and delivered IT, digital marketing, and web development courses.

Trainer (ICT)

IT Computer Training Institute | Jan 2021 – Sept 2021

- Conducted MS Office and freelancing training sessions and provided technical support.

Education

Diploma in Engineering (Computer Technology)
National Institute of Technology

Secondary School Certificate (SSC)
Nazirhat Collegiate High School
Junior School Certificate (JSC)
Nazirhat Collegiate High School

Certifications & Training

- CCNA – Cisco Certified Network Associate (In Progress)
- MTCNA – MikroTik Certified Network Associate (In Progress)
- Web Development (PHP, Laravel) – Well-Up Technology
- Microsoft Office Applications – IT Computer & Freelancing Zone
- Digital Marketing – IT Computer & Freelancing Zone
- Data Analysis (Excel) – IT Computer & Freelancing Zone
- Soft Skills Training for NEET Youth – JAAGO Foundation
- Scout Leadership & Technical Camps – Bangladesh Scouts, Chattogram

Technical Skills

- **Languages & Frameworks:** PHP (Laravel), HTML, CSS.
- **Networking:** Routing & Switching, IP Addressing, MikroTik Basics, Troubleshooting
- **Web Technologies:** WordPress, Responsive Design.
- **Data Tools:** Advanced Microsoft Excel
- **Digital Marketing:** SEO, Social Media Marketing (SMM), Google Analytics
- **Software:** Microsoft Office (Word, Excel, PowerPoint), Oracle, Outlook
- **Design & Tools:** Canva, AI Tools, Basic Command Line

Soft Skills

- Effective Communication & Presentation
- Leadership & Team Collaboration
- Critical Thinking & Problem-Solving
- Time Management & Prioritization
- Fast Learner & Adaptable
- Teaching & Mentoring

Volunteer Experience

- Scout Leader & Trainer — Bangladesh Scouts, Chattogram Region
- Volunteer — Janata Club, Ajar Projonmo, and other social organizations
- Spiritual Volunteer — Gusia Committee Bangladesh, Chattogram

Languages

- **Bengali** – Native
 - **English** – Professional Working Proficiency
 - **Hindi / Urdu** – Communicative
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