



## Lion Chandra Das

### Digital Marketing Consultant

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📍 68 Durga Mondir road,  
Mohammadpur, Dhaka-1207



## ⚙️ Skills

### Hard skills :

- On-Page SEO
- Off-Page SEO
- Technical SEO
- Email Marketing
- Social Media Marketing
- WordPress Customization
- Facebook Ad Campaign

### Soft skills :

- Communication.
- Team-building
- Time Management
- Organizing
- Adaptability Tools & Software

### Tools & Software Knowledge :

- Semrush
- Screaming Frog
- Mailchimp
- MOZ
- Ahrefs
- Google Search Console
- Google Analysis
- Meta Business suit, Fb Ad Manager
- MSOffice (Excel, Word, PowerPoint)

## 👤 Career Objective

A professional Digital Marketer with experience as an Assistant Manager and previous corporate work history, seeking a challenging position where I can utilize my skills in digital marketing, business development, and team management to contribute to organizational growth while continuously improving my professional capabilities.

## 📁 Experience

**FULL THROTTLE**  
(20-02-2024- RUNNING)  
ASSISTANT MANAGER

AS AN ASSISTANT MANAGER, I HAVE GAINED VALUABLE EXPERIENCE IN OVERSEEING DAILY OPERATIONS, COORDINATING TEAM EFFORTS, AND ENSURING THAT GOALS ARE MET EFFICIENTLY. I'VE DEVELOPED STRONG LEADERSHIP SKILLS, BALANCING THE NEEDS OF THE TEAM WITH THE EXPECTATIONS OF UPPER MANAGEMENT. MY ROLE REQUIRES EFFECTIVE COMMUNICATION, PROBLEM-SOLVING, AND THE ABILITY TO ADAPT TO CHANGING SITUATIONS WHILE MAINTAINING PRODUCTIVITY. EACH DAY, I WORK TO ENHANCE TEAM PERFORMANCE, RESOLVE CONFLICTS, AND CONTRIBUTE TO THE OVERALL SUCCESS OF THE ORGANIZATION.

#### RESPONSIBILITIES :

- PROJECT DETAILS. (WHAT KINDS FOR WORK).
- PROBLEM SOLVING.
- PROJECT SOLUTION.

#### ACHIEVEMENT :

- ACHIEVED KPI TARGET FROM TEAM.
- GOT "0" LATE ATTENDANCE AWARD.

#### AUGMEDIX

(2022-2023)

OFFICE ASSISTANT

#### RESPONSIBILITIES :

- I HAD THE OPPORTUNITY TO WORK AS AN OFFICE ASSISTANT FOR THREE MONTHS, DURING WHICH I HONED MY ADMINISTRATIVE AND ORGANISATIONAL SKILL.
- MY RESPONSIBILITIES INCLUDED SUPPORTING STUFF AND DEPOSITING MONEY IN THE BANK FOR OFFICE WORK.
- THIS EXPERIENCE ALLOWED ME TO DEVELOP STRONG ATTENTION TO DETAIL AND EXCELLENT TIME MANAGEMENT SKILL.
- IT'S WAS A VALUABLE STEPPING STONE IN MY CAREER JOURNEY, AND I'M EAGER TO CONTINUE BUILDING ON THESE SKILLS IN FUTURE ROLES



## Educational Qualification

(2021-2022)

Secondary School Certificate (SSC)

Group - (Business Studies)

West Dhanmondi Yusuf High School

GPA - 3.06



## Training / Certification

Professional Digital Marketing

Creative IT Institute

Topics: On-Page SEO, Off-Page SEO, Social Media Marketing, E-Mail Marketing, WordPress Customization, Facebook Ad Campaign, Google Ads & Shopify  
Country: Bangladesh.

Professional Certifications Hubspot Academy

Completed certified courses in :

- Digital Marketing
- Digital Advertising
- Social Media Marketing
- Content Marketing



## Language Proficiency

- Bangla- Native
- English - Intermediate and
- Hindi - Intermediate



## Computer Skills

- 1. Microsoft Word: Basic Skills:** Creating, formatting, and editing documents; using styles; page setup; inserting headers, footers, and page numbers.
- 2. Microsoft Excel: Basic Skills:** Data entry; formatting cells; using formulas and functions (SUM, AVERAGE, etc.); sorting and filtering data.
- 3. Microsoft PowerPoint: Basic Skills:** Creating slides; using themes and templates; inserting images, shapes, and charts; basic animations and transitions



## Inter Personal Skill

- Ability to Work under pressure
- Quick Learner and Team Player
- Ability to adopt Diversified Environment
- Good Communication
- Positive and Focused
- Never Give up Quickly



## Hobbies

- Travelling
- Listening Music
- Playing Sports



## Personal Information

- 1. Father's Name** : Late Liton Chandra Das
- 2. Mother's Name** : Simul Rani Das
- 3. Date of Birth** : 20 April 2004
- 4. Gender** : Male
- 5. Martial Stutus** : Engage
- 6. Religion** : Hindu
- 7. Blood Group** : B- (Negative)
- 8. Hight** : 5.7"
- 9. Nationality** : Bangladeshi
- 10. Present Address** : 68 Durga Mondir ,Mohammadpur,Dhaka-1207
- 11. Permanent Address** : Auc Para kha para Road,Nishat Nagar,Tongi Gazipur



## Reference

Reference Name : Hossain Ahmad Shibli  
Company : Creative IT Institute  
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## Description

I Hereby Declare That The Information Provided On This Resume Are Completely True .