

**Name:** Md. Nasirul Huq **Marital Status:** Married **Spouse:** Kamrun-Nahar Ena

**Parents:** Late Md. Sirajul Huq and Mrs. Nazma Tun Noor

**Designation:** Freelancer, Web-designer, Editor and Owner of Nirvana Technology and Traders

**Focused Business Type: Virtual Support and Team Support**

<b>Sl. No.</b>	<b>Skill Title</b>	<b>Description</b>
1	Web Design	<b>Joomla</b> (Modification and design), <b>Wordpress</b> (Modification and design), <b>HTML</b> (Modification and design), <b>PHPBB</b> (Modification and design)
2	SEO (Search Engine Optimization)	Link Building (All type of Link building), Forum Posting (For Back Link and Relevant comments), Social Book marking, Directory Submission, Article Submission, Keyword Analysis, Keyword Research, Meta Tag Placement, Off-Page and On-Page <b>SEO</b> , Webmaster and using of analytics tools etc
3	Email Campaign	<b>Email</b> maintenance and customer support, Email Creation, Email Template, Email setup etc.
4	FTP Support	<b>Maintain FTP</b> - Any task using all type of web server and FTP account as well as using all FTP protocols and accounts (Platform – Linux and Windows)
5	Research and Search Using of Search Engines	Support all <b>research</b> using search engine, Collecting information from Search Engines, Collecting Events and using various style of search engines, Depth knowledge over search engines
6	Classified	Backpage, <b>Classified</b> ads etc. (need PVA and rental IP for posting Craigslist)
7	Google Tools	Webmaster <b>Tools</b> , Analytics Tools, Adsense Tools, Adword Tools etc, Feed Burner Tools, Google Base, Google Media etc.
8	Social Promotion	Using <b>Social</b> site web <b>promotions</b> , Using twitter and Facebook page and other social media for web promotion, Social campaign

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| 9  | Customer Support        | Daily 17-20 Hours <b>customer support</b> using Emails, IM and Phone (Bill paid by buyer), Web customer support etc.   |
| 10 | Conversion Files        | <b>Conversion</b> of files like Audio to document, .PDF to .doc etc.   |
| 11 | Video & Audio Support   | All <b>video and audio support</b> and (upload-download-editing etc.)  |
| 12 | Basic Software          | Microsoft Office include Word-Excel-PowerPoint-Front-Page etc, Email Software like Outlook, Eudora, MSN-Mail etc, PDF, and any other <b>desktop &amp; Web software</b>   |
| 13 | Graphics                | Banner, Logo, Editing, Formatting, Modification etc. (Adobe PhotoShop, Illustrator, Coral Draw and some other basic <b>Graphics</b> software)  |
| 14 | Data Entry & Processing | <b>Data entry</b> , Data Processing, Data Editing, Data Clearance, Data Collecting, Data Mining, Data storage and maintain etc.  |
| 15 | Marketing and SEM       | Online <b>Marketing</b> support, Marketing Campaign and Lead Generating, SEM, Team maintain  |
| 16 | Recruitment             | <b>Recruit</b> people, Hire team for support virtually and For any project work  |
| 17 | Team & Event management | <b>Manage team and Event</b> for any project like Web design, Marketing campaign Etc.  |
| 18 | Others                  | Addition to these we support for various other task like- <b>Training, Sales, Maintain Forum and web sites</b> (contact and month basis), <b>Trouble Shooting, Business Planning and Analysis, Ebay Posting and Template creation, Buyer Sourcing and Product Sourcing, Technical and Contact support, BPO</b><br><br>(Check detail our Business Page- <a href="http://www.facebook.com/BusinessProcessingOutsourcing">http://www.facebook.com/BusinessProcessingOutsourcing</a> ), Bogging and Editorial Task those are relevant with web |

**Sample of Web sites:** [portfolio-freelancer.nirvana-bd.com](http://portfolio-freelancer.nirvana-bd.com)

**Academic Qualification:**

<b>Exam Title</b>	<b>Concentrate</b>	<b>Major</b>	<b>Institute</b>	<b>Passing Year</b>
MBA	Commerce	Marketing	UITS	2010
B.Com	Pass Course	Commerce	Rajshahi College under National University	1997
HSC	Commerce	Accounting, Management, Commerce, Bangla, English, Statistics	Rajshahi College	1995
SSC	Science	Bangla, English, Math, Phisics, Chemistry, Higher Math, Geography, Biology and Islamite	BB Academy	1993

**Professional Qualification / Diploma:**

<b>Exam Title</b>	<b>Concentration</b>	<b>Major</b>	<b>Institute</b>	<b>Result Year</b>	<b>Duration</b>
Basic IT Training/Basic IT & Computer Fundamentals	Comparative operating systems, system fundamentals and basic programming curriculum)	Fundamental of Basic IT Courses	IBM (ACE)/ (Under University of Brussels, Belgium-Online Exam)	Grade 'O' (Outstanding) Stood First	2000-2001

**Freelancer Profile:**

Freelancer.Com - <http://www.freelancer.com/users/1263188.html>

Elanca.Com - <http://nasir09.elance.com> (1) <http://nasirhuq2009.elance.com> (2)

Odesk.Com - <https://www.odesk.com/users/~619dbc8eb0b6ce3b>