



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, Webmaster, Editor, SEO team leader and Owner of Nirvana Technology and Traders

Focused Business Type: Web development and Web mastering

Sl No.	Skill Title	Description
1	Web Design	<ul style="list-style-type: none">a. Joomla (Modification, Migration, collaboration of data, adding features and layout, up gradation and custom new design),b. Wordpress (Modification, Migration, collaboration of data, adding features and layout, up gradation and custom new design),c. HTML (Modification and new design),d. PHPBB (Modification and design)e. Php (modification and collaborate)f. JavaScript (modification and collaborate)
2	SEO (Search Engine Optimization)	<ul style="list-style-type: none">a. Link Building (All type of Link building),b. Forum Posting (For Back Link and Relevant comments),c. Social Book markingd. Directory Submissione. Article Submissionf. Keyword Analysisg. Keyword Researchh. Meta Tag Placementi. Off-Page and On-Page SEOj. Webmaster and using of analytics tools etc.
3	Email Campaign	Email maintenance and customer support, Email Creation, Email Template design, Email campaign setup etc.
4	FTP Support	Maintain FTP - 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 research using search engine, Collecting information from Search Engines, Collecting Events and using various style of search engines, Depth knowledge over search engines
6	Google Tools	Webmaster Tools , Analytics Tools, Adsense Tools, Adword Tools etc, Feed Burner Tools, Google Base, Google Media etc.

7	Writing- Technical & Academic writing	I do any technical regarding software, web programming or Computer and related technical writing as well as academic paper works
8	Social Promotion	Using Social site web promotions , Using twitter and Facebook page and other social media for web promotion, Social campaign
9	Customer Support	Daily 17-20 Hours customer support using Emails, IM and Phone (Bill paid by buyer), Web customer support etc.
10	Conversion Files	Conversion of files like Audio to document, .PDF to .doc etc.
11	Video & Audio Support	All video and audio support 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 desktop & Web software
13	Graphics	Banner, Logo, Editing, Formatting, Modification etc. (Adobe Photoshop, Illustrator, Coral Draw and some other basic Graphics software)
14	Data Entry & Processing	Data entry , Data Processing, Data Editing, Data Clearance, Data Collecting, Data Mining, Data storage and maintain etc.
15	Marketing and SEM	Online Marketing support, Marketing Campaign and Lead Generating, SEM, Team maintain
16	Recruitment	Recruit people, Hire team for support virtually and For any project work
17	Team & Event management	Manage team and Event for any project like Web design, Marketing campaign Etc.
18	Appraisals Report - WinTotal, Total	Experience over 7+ to prepare appraisals report using Wintotal and Total software (Working as a full time support staff of a DC, VA and MD based licensed appraisals www.discoveryappraisals.net .)
19	Others	Addition to these we support for various other task like- Training, Sales, Maintain Forum and web sites (contact and month basis),

Trouble Shooting, Business Planning and Analysis, EBay Posting and Template creation, Buyer Sourcing and Product Sourcing, Technical and Contact support, BPO

(Check detail our Business Page-

<http://www.facebook.com/BusinessProcessingOutsourcing>,

<http://www.facebook.com/nirvanabd>), Blogging

and Editorial Task those are relevant with web

Sample of Web sites: portfolio-freelancer.nirvana-bd.com

Academic Qualification:

Exam Title	Concentrate	Major	Institute	Passing Year
MBA	Commerce	Marketing	UITS	2010
B.Com	Pass Course	Commerce	National University	1997

Professional Qualification / Diploma:

Exam Title	Concentration	Major	Institute	Result Year	Duration
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
ICMAB	Cost Accounting	Management and Cost Accounting	ICMAB Dhaka Nilkhet	2 nd Semester	Not Participate (Pending)

Professional Achievement / Award:

BASIS (Bangladesh association of software and information services) Freelance outsourcing award 2015 - Category District (Rajshahi)

This award provided for the top freelancers who have been continuously upholding Bangladesh's image in the Global IT ground and also contributing social and economic value of our country by earning foreign currency and creating employment.

More detail may view here www.outsourcingaward.basis.org.bd/result/details/432

www.outsourcingaward.basis.org.bd/result/district

Freelancer Profile:

Freelancer.Com - <https://www.freelancer.com/u/bdweb.html>

E lance.Com - <http://nasirhuq.elance.com>

Upwork.Com - <https://www.upwork.com/freelancers/~0142a9db5b98672fb3>