



# S M SMAIUL ALAM

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🇬🇧 Bangladeshi 🧑 Single 🧑 male 🚗 D1

*Skilled and flexible remote worker with more than 8 years of experience in data analysis, cybersecurity support, virtual help, digital marketing, and administrative tasks. Proficiency in five languages, strong project management abilities, and experience working with international teams. demonstrated capacity to support business goals and provide client-focused solutions in fast-paced settings.*

## Professional Experience

From 2023 to 2025 Dhaka, Bangladesh	<b>Junior Admin Officer, Delta Data System</b> <ul style="list-style-type: none"><li>Managed financial records and supported cash flow processes</li><li>Assisted in audits and report preparation for senior management</li></ul>
From 2021 to 2022 Dhaka, Bangladesh	<b>Warehouse Coordinator (Project), Delta Data Systems</b> <ul style="list-style-type: none"><li>Improved inventory systems and ensured efficient material delivery</li><li>Supervised safety and compliance in warehouse operations</li></ul>
From 2020 to 2021 Khulna, Bangladesh	<b>Compliance Officer, AB Tech</b> <ul style="list-style-type: none"><li>Conducted risk assessments and ensured regulatory compliance</li><li>Delivered internal training and prepared compliance documentation</li></ul>
present	<b>Digital Marketer, Freelance Remote Projects</b> Ran SEO & social media campaigns, Google Ads
present	<b>Cybersecurity Assistant, Freelance Remote Projects</b> Supported password audits, awareness training
present	<b>Virtual Assistant, Freelance Remote Projects</b> Managed calendars, CRMs (Zoho/HubSpot), client follow-up
present	<b>Data Analyst, Freelance Remote Projects</b> Analyzed datasets, built reports using Excel/Google Sheets

## Education

From 2020 to 2021 Dhaka, Bangladesh	<b>MBA(Management), National University</b> CGPA: 2.81 / 4.00 Thesis: <u>"How the Capital Structure Affects the Financial Performance of Publicly Traded Companies in Bangladesh"</u>
From 2016 to 2020 Dhaka, Bangladesh	<b>BBA(Management), National University</b> CGPA: 2.71 / 4.00 Thesis: <u>"How Employee Motivation Affects the Performance of an Organization"</u>
From 2014 to 2016 Khulna, Bangladesh	<b>Higher Secondary Certificate, Govt. Sundarban Adarsha College</b> Science GPA: 4.08 / 5.00

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## Skills

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**Digital Marketing:** SEO, Google Ads, and Social Media Plan for Content

**Data Analysis:** basics of SQL, Excel, Google Sheets, Power BI, and Tableau

**Cybersecurity Support:** Knowing the Risks, Password Policy, Cleaning Up Your Data

**Virtual Help** with CRM, Email, Calendar, Trello, Notion, Google Work Space

**Soft Skills:** Being able to talk to people, manage your time, and pay attention to details

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## Languages

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English — B2

Hindi — B2

South Korean — B1

French — B1

Bengali

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## Interests

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**Technology Trends & AI Tools:** I have a strong interest in keeping abreast of the most recent developments in automation platforms, digital tools, and artificial intelligence. Examine frequently how these can improve efficiency and productivity in remote work settings.

**Online Learning & Certification:** As part of my dedication to lifelong learning, I regularly enroll in online courses offered by places like Coursera, Google, HubSpot, and others to hone my business, finance, data analytics, and marketing skills.

**Entrepreneurship & Remote Business Models:** Freelancing, digital entrepreneurship, and the expansion of remote employment platforms all served as inspiration for me. I research online business development.

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## Projects

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2017

### SEO Optimization for Local E-commerce Site, SEO Strategist

Within three months, the organic traffic to a local clothing brand's Shopify website increased by 60% as a result of keyword research and on-page SEO optimization.

### Basic Cyber Hygiene Assessment for Remote Clients, Security Assistant

Assisted small businesses in identifying weak passwords, setting up 2FA, and creating security awareness guides for employees.

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## Certificates

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### Fundamentals of Digital Marketing

– Google–

### Data Analytics with Google Sheets

Coursera

### Cyber Hygiene Practices

IBM SkillsBuild

### Introduction to Cybersecurity

Cisco Networking Academy

### SEO Fundamentals and Time Management & Productivity

SEMrush Academy

Coursera (UCI)