

Resume of Moududul Hoque

Contact No: +8801788167580

E-mail: moududhoq@gmail.com

Website: moududhoq.netlify.app

Date Of Birth: 05 January 1999

Nationality: Bangladesh

Address: Nil Kantha, Rangpur Sadar, Rangpur.

Career Objective

To contribute as a **WordPress Designer** by utilizing my practical experience in customizing themes and building responsive websites using modern WordPress page builders. With strong skills in SEO setup, layout troubleshooting, performance tuning, and website security, I aim to support the team in delivering high-quality, well-optimized websites aligned with company goals and project requirements. I am eager to grow in a remote, collaborative team environment where timely delivery, creative input, and open communication are valued.

Employment History

Company: Taposh Academy

January 2024 – February 2025

Designation: Social Media Manager

Responsibilities:

- Ran Facebook ads, increased course visibility, planned content posts managed sales and promotion through social media.

Company: Her Power Project

October 2024 – December 2024

Designation: English Spoken Trainer

Responsibilities:

- Conducted interactive spoken English sessions for rural participants from basic to intermediate levels
- Designed lesson plans with real-life dialogues and role-play for better engagement
- Evaluated learner progress and provided constructive feedback to improve English fluency

Voluntary Experience

Moderator: RRF January 2025 batch

December 2024 – Present

Responsibilities:

- Assisted members with HTML, CSS, Tailwind CSS, JavaScript, WordPress and responsive design.
- Shared tips, resources, distributing tasks, exam, deadlines, and ensured timely practice delivery.

Moderator: Cloud School Pro

December 2019 – 2024

Responsibilities: Academic discussion, shared easy English literature notes and resolved member queries.

Technical Skills

- WordPress website design using themes & plugins
- Page Builders: Elementor, Gutenberg
- Security & Performance Optimization
- Troubleshooting: layout issues, plugin conflicts, theme incompatibility, broken design, responsive errors, update bugs, 404 and cache-related issues.
- SEO: Yoast SEO, Rank Math, keyword research, on-page SEO, metadata, image alt text, internal linking, sitemap, mobile optimization, Google Search Console, and Google Analytics.
- HTML5, CSS3, Tailwind CSS, JavaScript (Basic), jQuery (Plugin integration), PHP (Basic), Git and GitHub

Academic Qualification

- **B.A.** (Honours) in English, National University, 2021, **CGPA** 2.58/4.00
- **Alim** (Science), Dhap Satgara B. M. Model Kamil Madrasah, Rangpur Sadar, 2016, **GPA** 4.88/5.00
- **Dakhil** (Science), Borovita A. U. Fazil Madrasah, Nilphamari, 2014, **GPA** 4.63/5.00

Soft Skills

- Excellent in remote collaboration using Google Meet, Zoom
- Strong time management with task tracking tools
- Clear written and verbal communication in both English and Bengali

Digital Tools

Canva, Cap Cut, Camtasia | Chat GPT, Notion AI, Image Generators | Meta Business Suite, Facebook Ads Manager | Office Applications.

References

Name: Rasel Ahmed

Email: raseelahmed7@gmail.com

Company: Get Found First, Software Engineer