



SUMIT BARDHAN DIP

SEO EXPERT & GRAPHIC DESIGNER

ABOUT ME

Hi, I am Sumit. I am a dynamic Graphic designer, Web developer, SEO expert, and Social media maestro. Blending creativity with tech prowess, I can craft visually stunning designs develop engaging websites, and master digital visibility. Elevate your brand with my versatile skills – where ideas meet digital success!

INFO

Date of Birth: 24 May, 1999

Gender: Male

Religion: Hinduism

Nationality: Bangladeshi

CONTACT

Gazipur, Dhaka, Bangladesh

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www.sumitbardhan.me

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SOFTWARE SKILLS

Wordpress

Photoshop

Illustrator

Premiere Pro

MS Office

LANGUAGE PROFICIENCY

Bangla : Native

English : Fluent



EXPERIENCES

MARKETING ASSOCIATE

1 Feb 2022 - Current
Boston, MA, USA

BOSTON SIGHTSEEING

- Do website audit, competitor analysis, business analysis, keyword research for Boston Sightseeing website.
- Creating SEO strategy for local area ranking including content strategy.
- Perform on-page, technical SEO and link-building.
- Regularly monitor SEO ranking and social media channels to improve business growth.
- Research, plan and execute Google & Facebook Ads.
- Regularly followup and check official emails, creating emails, attending business meeting virtually.
- Managing their website and travel networks(tripadvisor, viator, GetYourGuide) bookings & customer support.
- Managing accounts and other employee's work.

SEO EXPERT

5 Jan 2021 - 30 Jan 2022
Banglamotor, Dhaka

LUXURIOUS ARCHITECTS

- Planning & creating SEO strategies.
- Keyword research for their websites and content writing.
- Implementing technical, on-page and off-page SEO.
- Social media marketing
- Designing website using WordPress CMS and monitoring.

GRAPHIC DESIGNER

1 March 2021 - Current
Website, Fiverr

GRAPHIO ZONE

- Logo Design, Print Media Design, Image Editing, Video Editing



EDUCATION

Bechelor

2018 - 2022

BSc in Electrical & Electronic Engineering

Institution: Daffodil International University
Result: 3.23 Out of 4
Address: Birulia, Savar, Dhaka-1216

Intermediate

2015 - 2017

Higher School Certificate

Institution: Govt. Science College
Result: 4.83 Out of 5
Address: Tejgaon, Dhaka-1215

School

2018 - 2022

Secondary School Certificate

Institution: Ekuria High School
Result: 5 Out of 5
Address: Kapasia, Gazipur, Dhaka



DIGITAL SKILLS

SEO / Digital Marketing Skills

- On-Page SEO | Off-Page SEO | Technical SEO | Google Search Console | Google Tag Manager | Bing Search Console | Google Ads Content Strategy | Google Analytics | Facebook Ads Content | Content Writing | Link Building | Keyword Research

Web Design/ Development Skills

- Wordpress | MY SQL

Administrative Skills

- Microsoft Office (Microsoft Word, Microsoft PowerPoint, Microsoft Excel)



SOFT SKILLS

Fast Learner | Team Work | Work Under Pressure | Time Management