

# Hello!

This is **Mazharul Islam Roni**

a multi-skilled professional

I'm Mazharul Islam Roni — a multi-skilled professional in Web Development, Graphic Design, IT Support, Admin, and Digital Marketing. I build websites, design visuals, manage systems, and run online campaigns — all with a goal to deliver results. Open to new opportunities in Dubai or remote.



Dubai, United Arab Emirates

+971 56 675 6283

Language English, Hindi, Bangla

hello@meetmazhar.site

[www.linkedin.com/in/mazharryony](https://www.linkedin.com/in/mazharryony)



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[www.meetmazhar.site](https://www.meetmazhar.site)  
for portfolio



## OBJECTIVE

Motivated Marketing & IT Coordinator with hands-on experience in digital marketing, website development, IT support, and graphic design. Adept at managing online campaigns, technical operations, and digital branding to drive visibility and business growth.

## SKILLS

Digital Marketing Strategy | SEO & Content Creation | Website Development | UI & UX Design | Graphic Design & Branding | Social Media Management | IT Support & Troubleshooting | Video Editing & Content Production | Email Marketing | Google Analytics | Client Communication & Coordination | Custom Form & Invoice Design | Campaign Planning & Performance Tracking | Project & Team Leadership | Multicultural Business Adaptability



# EXPERIENCE

Marketing & IT Coordinator  
Avion Realty Properties LLC, Dubai, UAE  
Jan 2023 – Present

- Manage digital marketing strategies across platforms (Google, Meta, SEO, email).
- Design and update responsive websites with optimized performance.
- Handle technical troubleshooting and provide IT support across the company.
- Create digital forms, tax invoices, and customized receipts.
- Design promotional visuals and social media content using Photoshop, Illustrator, and Canva.
- Shoot and edit video content for brand campaigns and company promotions.
- Track and report marketing campaign performance using analytics tools.
- Support admin tasks including documentation, system updates, and communication flow.
- Coordinate cross-departmental requests and maintain branding consistency.
- Collaborate with sales and operations for lead generation through digital means.


Admin & Digital Marketing Executive  
Gheroub Al Shams Auto Maintenance Workshop, Sharjah, UAE  
Feb 2022 – Nov 2022

- Managed daily office operations, schedules, and client inquiries.
- Led digital marketing campaigns and regular social media posting.
- Designed visual posts, ads, and service highlights for online promotion.
- Updated and maintained company website for service visibility.
- Implemented basic SEO practices to improve search rankings.
- Provided IT support including email configuration, printer setup, and software installations.
- Coordinated with mechanics and front desk to ensure smooth workflow.
- Handled online customer queries and coordinated service bookings.

IT & Social Media Coordinator  
Hotel Air Inn, Dhaka, Bangladesh  
Jan 2020 – Nov 2021

- Maintained hotel's internal network, POS systems, and guest Wi-Fi.
- Developed and updated the hotel website with booking functionality.
- Created graphics for events, promotions, and guest notices.
- Managed Facebook, Instagram, and TripAdvisor accounts.
- Engaged with guests online and handled reputation management.
- Recorded and edited short promotional videos for rooms and services.
- Provided basic IT support to hotel staff and reception teams.

Graphic Designer & Marketing Support  
Sparkle Zone Advertising Media, Cumilla, Bangladesh  
Sep 2018 – May 2019

- Designed posters, banners, logos, and promotional materials.
  - Worked on client branding packages from concept to execution.
  - Prepared print-ready files for large-scale media production.
  - Supported on-site installations and brand activation events.
  - Assisted in planning marketing campaigns and visual strategies.
  - Designed UI mockups for local clients' small websites and landing pages.
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**Social Media & Branding Assistant**  
Blueloong International, Dhaka, Bangladesh  
Jul 2017 – Apr 2018

- Managed posting schedules and content for social media platforms.
- Created visual content aligned with brand identity.
- Participated in brainstorming for seasonal campaigns and sales.
- Supported the rebranding process including new logo and packaging designs.
- Coordinated influencer outreach and online collaboration.
- Created promotional videos for social posts and internal usage.

## EDUCATION AND CERTIFICATIONS

**Diploma in Computer Technology**  
*National Polytechnic Institute, Dhaka, Bangladesh*  
**Duration:** 2017 – 2021

**High School Certificate**  
*Jodda Bazar Public High School, Cumilla, Bangladesh*  
**Graduated:** 2017 | **GPA:** 4.05 / 5.00

**The Fundamentals of Digital Marketing**  
*Google Digital Garage*  
**Certified:** Aug 2022  
**Certificate ID:** G5A X5P XQP

**Instagram Marketing Fundamentals**  
*Great Learning Academy*  
**Certified:** Aug 2022

**Diploma in Graphics Design**  
*National Youth Development Center, Cumilla, Bangladesh*  
**Certified:** Jun 2017

## PERSONAL STATEMENT

Creative and detail-oriented professional with a strong foundation in marketing, IT support, and digital media. Passionate about designing user-friendly digital solutions and delivering strategic marketing campaigns. Adept at working in fast-paced environments with cross-functional teams, and always eager to learn new technologies and trends to stay ahead in the digital space.

## REFERENCE

**Mr. Ashraf Khan**  
Founder & CEO  
Avion Realty Properties LLC  
ashraf@avionrealty.ae

