



Mahmudul Sha-won

|| Virtual Assistant || Always open || Let's connect

📍 Dhaka, Bangladesh

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Languages

English (Fluent)

Bengali (Fluent)

Hindi (Work Proficiency)

About

Hello there! I'm a seasoned virtual assistant with a passion for helping clients bring their visions to life. With over two years of dedicated experience, my skills encompass a versatile range of capabilities tailored to enhance your business and elevate your brand presence.

****Skills Highlights:****

****Copywriting**:** Crafting compelling and engaging content that resonates with your target audience, turning words into impactful narratives that drive results.

****Short Video Editing**:** Transforming raw footage into captivating visual stories, leveraging my creative flair and technical expertise.

****Canva Design**:** Designing eye-catching visuals that communicate your message effectively, enhancing your brand identity and leaving a lasting impression.

****Communication**:** As a strong communicator, I excel in understanding your needs, collaborating seamlessly, and delivering top-notch solutions that exceed expectations.

****Problem Solving**:** My analytical mindset enables me to approach challenges with innovative solutions, ensuring your projects run smoothly from start to finish.

****Microsoft Excel**:** Proficient in managing data, creating organized spreadsheets, and extracting valuable insights to aid informed decision-making.

****Virtual Assistance**:** Providing comprehensive support across various tasks, from scheduling to research, to help optimize your workflow and productivity.

****Online Advertising Account Management**:** Adept at managing online advertising campaigns, optimizing reach, engagement, and ROI for maximum impact.

****Customer Service**:** Delivering exceptional customer experiences, building strong relationships, and fostering loyalty through attentive and personalized service.

****Social Media Marketing**:** Strategizing and executing social media campaigns that amplify your brand's voice, engage your audience, and drive meaningful interactions.

****Time Management**:** Juggling multiple priorities and tasks effectively, ensuring deadlines are met without compromising on quality.

****Marketing**:** Leveraging my expertise to develop marketing strategies that resonate, captivate, and convert, driving business growth.

Whether it's diving into data, brainstorming creative ideas, or managing intricate projects, I thrive on the challenge of bringing excellence to every aspect of my work. Let's connect and explore how I can contribute to your success.

Looking forward to collaborating with you...!

BRANDS WORKED WITH

VENUS IT SOLUTIONS PRIVATE LIMITED

Experience

● Virtual Assistant

VENUS IT SOLUTIONS PRIVATE LIMITED | Jun 2020 - Oct 2022

Education & Training

2021

● **Khulna University**

Associate of Science - AS,