

RAJIUL ISLAM

Digital Marketer

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vasai road , Mumbai.

ABOUT ME

Commerce graduate with hands-on knowledge of SEO, WordPress website management, Google Analytics, and social media marketing. Experienced in updating website content, supporting online campaigns, and monitoring traffic performance to improve engagement. Strong organizational and reporting skills developed through administrative work. Seeking a Digital Marketing Executive or Internship role to contribute to brand growth and online visibility.

EDUCATION

St. Gonsalo Garcia | Bachelor of Commerce | 2021-2024

Mumbai University

Udemy | Digital Marketing | 2024-2025

From Robin and Jesper

WORK EXPERIENCE

Marketing Manager

TFE - Tanzy flowerence and Events. | 2024 - 2025

- Managed end-to-end coordination for marketing and event-related projects, ensuring timely and cost-effective execution.
- Procured materials from the local market by evaluating budget, quality, and vendor reliability.
- Identified, negotiated with, and closed deals with new vendors and contractors to support project requirements.
- Handled client communication, conducted meetings to understand requirements, and provided execution support accordingly.
- Explored the market to source high-quality materials within client budgets for events and campaigns.
- Supervised event sites, including coordination of manpower, fabrications, contractors, and on-site operations to ensure smooth execution.
- Worked closely with vendors, suppliers, and internal teams to maintain service quality and project timelines.

Admin assistant

Conceptual Advisory Service LLP. | 2025 - Currently working

Project - Suraksha Smart City

- Handled day-to-day office administration and documentation
- Maintained records, reports, and correspondence
- Coordinated with internal teams and management
- Supported smooth office operations and compliance

SKILLS

- Office Administration
- Google Tools
- Negotiation
- MS Office
- Event Management
- SEO - GA4 , SEMrush
- HTML & CSS Basics
- WordPress Website Management
- Cost Optimization
- Hands free on AI-Tools
- Quality Control
- Market Research
- Vendor Management
- Client Handling