# MD. AMBER ALI KHANDOKER

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## PROFESSIONAL SUMMARY

Results-driven HR, Administrative, and Digital Marketing professional with 5+ years of hands-on experience in computer operations, data entry, HR & Admin support, inventory management, and digital marketing. Government Verified Freelancer (ICT Division, Bangladesh — ID: F126497733229) specializing in Digital Marketing. Proven expertise in ERP and HRIS platforms, ensuring accurate organizational data management and streamlined workflows. Skilled in AI tools, Prompt Engineering, MIS reporting, WordPress, Canva, and Video Editing.

## WORK EXPERIENCE

**Executive – Store Management** Jan 2025 – Present
*Step Media Limited* | Dhaka, Bangladesh | Full-time | On-site

- Maintained inventory records with 98% data accuracy using inventory management software, reducing stock discrepancy by 30%
- Reduced stock-out incidents by 40% by proactively monitoring levels and coordinating timely supplier replenishment
- Generated weekly MIS reports that improved management decision-making speed by 25%
- Streamlined store documentation processes, reducing packing list preparation time by 20%

**Digital Marketing Specialist** Jan 2021 – Present
*SproutGigs* (Part-time Freelance) | Remote

- Delivered 50+ successful digital marketing campaigns (SEO, Google Ads, Meta Ads) for international clients with an average 35% increase in online reach
- Grew client social media accounts by an average of 40% in followers and 60% in engagement through strategic content planning
- Generated 500+ qualified leads for clients using targeted lead generation strategies across multiple platforms
- Produced 100+ marketing creatives using Canva and Freepik, maintaining consistent brand identity across campaigns

**Junior Executive – HR & Admin** Sep 2023 – Nov 2024
*PRAN-RFL Group (RFL Electronics Limited)* | Narsingdi, Bangladesh | Full-time | On-site

- Successfully onboarded 100+ new hires, reducing onboarding documentation errors by 95% through a standardized process
- Maintained 500+ employee records in HRIS and ERP systems with 99% accuracy, ensuring zero data compliance issues
- Prepared monthly HR reports and attendance summaries, saving 5+ hours per week through optimized Excel templates
- Improved inter-departmental communication efficiency by 30% by standardizing email templates and scheduling protocols
- Managed office administration tasks supporting a workforce of 200+ employees across departments

**Data Entry Operator – Finishing & Production** Aug 2022 – Jul 2023
*Chorka Textile Limited* | Narsingdi, Bangladesh | Full-time | On-site

- Processed 200+ export packing lists and commercial invoices monthly with 99.5% accuracy, ensuring zero shipment delays
- Reduced data entry errors by 45% by implementing a double-check verification system for export documentation
- Entered and maintained 1,000+ production records in the ERP system, improving data retrieval speed by 30%
- Coordinated with 3 production teams to ensure 100% on-time data submission for daily management reporting
- Supported quality control documentation for 50+ shipment batches, contributing to a 100% on-time export delivery rate

**Computer Operator – Finishing & Production** Apr 2021 – Jun 2022

*Mahdeen Group* | Mymensingh, Bangladesh | Full-time | On-site

- Managed data entry for 150+ daily production records with 98% accuracy, supporting uninterrupted garment finishing operations
- Reduced report generation time by 25% by creating reusable Excel templates for daily management summaries
- Digitized and organized 1,000+ physical production files into a structured digital database, improving access time by 50%

## CERTIFICATES & TRAINING

★ **Government Verified Freelancer — Digital Marketing** Issued: Jan 2026 | Valid Until: Jan 2029

*ICT Division, Government of Bangladesh (DoICT) | Freelancer ID: F126497733229 | Status: Active & Verified*

- **Deep Dive into OpenAI Models: Master o3, o4-mini & Beyond** — *Udemy*
- **Computer Office Application For Business Development** — *Bangladesh Technical Education Board*
- **5-Day AI Agents Intensive Course with Google** — *Kaggle*
- **Excel Essentials for Workplace Productivity** — *Passport to Earning Bangladesh*
- **Critical Thinking in AI Era** — *HP LIFE*
- **Human Resources: Writing an Effective Job Description** — *LinkedIn Learning*
- **Ethics Conversations: Building an Ethics-Based Culture** — *HRCI®*
- **Administrative Human Resources** — *LinkedIn Learning*
- **Business Development: Strategic Planning** — *LinkedIn Learning*

## EDUCATION

**Bachelor of Social Science (BSS) – Pass Course** **Second Class | 2026**

Kurigram Govt. College | National University, Bangladesh

**Higher Secondary Certificate (HSC) – Humanities** GPA: 3.67 / 5.00 | 2020

Lalmonirhat Adarsha College | Dinajpur Board, Bangladesh

**Secondary School Certificate (SSC) – Science** GPA: 3.39 / 5.00 | 2018

Purbo Balakandi Dakhil Madrasah | Madrasah Board, Bangladesh

## TECHNICAL SKILLS

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|---|---|
| **HR & Admin:** | HRIS, ERP Software, Employee Onboarding, Attendance Management, HR Reporting |
| **Data & Office:** | MS Word, Excel, Outlook, PowerPoint, Data Entry, Database Management, MIS Reporting |
| **Digital Marketing:** | SEO, Google Ads, Meta Ads (Facebook & Instagram), Social Media Marketing, Lead Generation |
| **Design & Content:** | Canva, Freepik, WordPress, Video Editing, Graphic Design |
| **Inventory:** | Inventory Management, Export Packing List, Commercial Invoice, Stock Reconciliation |
| **AI & Automation:** | OpenAI Models, AI Agents, Prompt Engineering, Virtual Assistant |

## SOFT SKILLS

Leadership • Time Management • Critical Thinking • Problem Solving • Teamwork • Communication • Quick Learner • Multitasking

## LANGUAGE PROFICIENCY

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|---|---|
| **Bengali:** | Reading: Excellent \| Writing: Excellent \| Speaking: Excellent |
| **English:** | Reading: Excellent \| Writing: Excellent \| Speaking: Intermediate |

## PERSONAL INFORMATION

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| **Date of Birth:** | 05 January 2001 |
| **Nationality:** | Bangladeshi (by birth) |