



## Md. Golam Rahman Najum

### CONTACT



+8801560039831



md.golamrahmannajum@gmail.com



Uttara, Dhaka-1230

### PROFESSIONAL SKILLS

- IT System Management
- Graphic Designer
- Computer Engineering
- MS Word/ Excel/ PowerPoint/ OneNote
- WordPress
- Computer Operating
- Adobe Premiere Pro
- Video Editor
- Product design
- Wordpress theme development

### SOCIAL LINKS



www.facebook.com/golam-rahmannajum



www.instagram.com/najum.official/

### LANGUAGE SKILLS

- English
- Bangla
- Hindi

### ABOUT

I am a creative and enthusiastic Graphics Designer with expertise in ERP web editing, website creation, and product design. Currently working as an IT Officer at INDEX Nutraceuticals & Toiletries, I have gained experience in IT system management, video editing, and WordPress development. Proficient in Adobe Premiere Pro, MS Office, and data management, I am passionate about combining technology and creativity to develop innovative solutions.



### EDUCATION

#### Bangladesh Army International University of Science & Technology(BAIUST)

BSc & Computer Science engineering (CSE)

2018-2023

CGPA- 3.10 (out of 4)

#### Adhyapak Abdul Majid College

Science

2014-2016

CGPA- 3.92 (out of 5)

#### Kadba T.C Laha High School

Science

2009-2014

CGPA- 5.00 (out of 5)

#### Deora Primary School

2004-2009

CGPA- 4.72 (out of 5)



### JOB EXPERIENCE

#### BEAT

IT Officer & Designer (Clothing Brand)

2025- Continuing

#### INDEX Nutraceuticals & Toiletries

IT Officer

2024- 2025

#### CSRM

IT Assistant

2023-2024

#### Through BD

Video Editor, Graphics Designer, Web Site Editor

2022- 2023

## CAREER SUMMARY

As a dedicated graphics designer, I bring visuals to life with a passion for ERP web editing and website creation. My goal is to craft stunning, user-friendly websites and digital experiences that leave a lasting impression. I aim to innovate product design while delivering exceptional results through creativity and technical expertise.

## SKILL DISCRIPTION

### Graphics Design:

Expertise in creating eye-catching and professional designs.

### ERP Web Editing:

Skilled in designing and managing user-friendly websites.

### Creative Product Design:

Pioneering innovative digital solutions.

### Video Editing:

Proficient in crafting high-quality video content.

### Data Management:

Adept in data storage, backups, execution, and processing.

## PERSONAL INFORMATION

Name	: Md. Golam Rahman Najum
Father's Name	: Md. Golam Zilani
Mother's Name	: Shahnaz Akter Joty
Date of Birth	: 20 Oct, 1997
Marital Status	: Married
Gender	: Male
Religion	: Islam
Nationality	: Bangladeshi
NID Number	: 7802837851
Mobile	: +8801560039831
Present Address	: Uttara,Dhaka-1230
Permanent Address	: Deora, Barura, Cumilla.

## CONCLUSION

As a creative Graphics Designer and skilled IT professional, I specialize in ERP web editing, website creation, product design, and video editing. Currently an IT Officer at INDEX Nutraceuticals & Toiletries, I have practical experience in IT system management, data management, and WordPress development. I am eager to expand my skills and contribute to the success of a dynamic organization. With my dedication and expertise, I believe I can add significant value to any team.