

MOHAMMED ZIAUDDIN NOYON

Chittagong-4310, Bangladesh • noyonzia13@gmail.com • +88 01829-323516

PROFESSIONAL EXPERIENCES

PROGRAM COORDINATOR

BITHM COLLEGE OF PROFESSIONALS

2021 - Present

- Managing all the courses and international collaboration with foreign universities.
- I do all IQA of the Ofqual qualifications in institute.
- Working in business development department for grow more.
- Conducting all the seminar and workshop.
- Plan and support the organization of a program and its activities.
- Ensure that policies and best practices are followed.
- Manage communications with media houses, public relations, and social media relations.
- Schedule the details of the program and events based on an agenda.
- Promote positive relations between the team and external members.
- Ensure the right equipment is installed and ready for the program.
- Complete and compile all necessary paperwork for documentation.
- Facilitate growth and program development.
- Manage new projects of organization.
- Teaching undergraduate students.
- Research and Developments.

ACADEMIC RESEARCHER (FREELANCE)

ASSIGNMENT WRITING MASTER, UK.

2020 - Present

- Conducting research on specific topics in order to create new knowledge within a discipline.
- Preparing grant applications for external funding sources to support their research.
- Conducting research by interviewing participants or collecting data to support research hypotheses.
- Preparing reports on research findings for publication in peer-reviewed journals.
- Conducting research using experimental methods such as surveys, interviews, and etc.
- Creating new knowledge through research by developing new theories, concepts, models, or hypotheses.
- Providing advice and guidance to other researchers and students.
- Preparing proposals for research projects and applying for funding to support these projects.

SOCIAL MEDIA SPECIALIST

IDEA ONE, SHARJAH

April 2021 - August 2021

- Build and execute social media strategy through competitive research, platform determination, benchmarking, messaging and audience identification
 - Generate, edit, publish and share daily content (original text, images, video or HTML) that builds meaningful connections and encourages community members to take action
 - Set up and optimize company pages within each platform to increase the visibility of company's social content
 - Moderate all user-generated content in line with the moderation policy for each community
 - Create editorial calendars and syndication schedules
 - Continuously improve by capturing and analyzing the appropriate social data/metrics, insights and best practices, and then acting on the information
 - Collaborate with other departments (customer relations, sales etc) to manage reputation, identify key players and coordinate actions
-

MOHAMMED ZIAUDDIN NOYON

ADJUNCT FACULTY & DIGITAL MARKETING EXECUTIVE

BITHM COLLEGE OF PROFESSIONALS

September 2018 - April 2021

- Developing, delivering, and reviewing course material and syllabus.
- Creating a classroom environment where students feel comfortable participating and learning.
- Preparing students for assessments and providing helpful performance feedback.
- Providing extra support to students who require it and scheduling consultation times where questions and concerns can be voiced.
- Answering students' questions and providing feedback on assignments or essay drafts.
- Assisting other faculty members with lesson plans and assessments.
- Recommending additional readings or advice to students as required.
- Keeping up-to-date with advancements in the field and integrating new knowledge into lessons.

&

- Identify trends and insights.
- Plan and direct marketing campaigns.
- Manage an organization's website and maintain it, keeping best practices in mind.
- Optimize content for the website and social media platforms.
- Implement and analyze performance metrics.
- Provide internal reports on a regular basis.
- Execute new and creative collaborations among technologies and platforms.
- Maintain SEO regular keyword research and other best practices.

SALES & MARKETING EXECUTIVE (BUSINESS DEVELOPMENT)

FRIENDS DIGITAL DEPARTMENTAL ELECTRONICS

January 2019 - December

2020

- Used to do digital Marketing.
- Adopt different way to grow business.
- Selling different kinds of products.
- Researching about current markets.
- Build sustainable relationships and trust.

EDUCATION

MBA (EXECUTIVE)
MANAGEMENT
INFORMATION SYSTEM

International University of
Scholars, Bangladesh

2023

B.SC
TOURISM AND HOSPITALITY
MANAGEMENT
90 OUT OF 100 / 3.70 OUT OF 4.00

Azteca University, Mexico
(IAU & UNESCO)

2021

HND/ASSOCIATE DEGREE
TOURISM AND HOSPITALITY
MANAGEMENT
ACHIEVED CREDIT 240 OUT OF 240

OTHM Qualifications - UK

2019

MOHAMMED ZIAUDDIN NOYON

LANGUAGES

- Bengali (Native)
- English (Fluent-Professionals)
- Hindi (Fluent)
- Urdu (Fluent)
- Arabic (Fluent)

ACADEMIC CONTRIBUTION

- **Assessment of the Impact of Tourism and Hospitality Industry on Socio Economic Development: A Study of Bangladesh and India.**
- **The Impact of Software as a Service (SaaS) on Operational Efficiency: The Case of Hospitality Sector of Bangladesh.**
- **Assessment of the Impact of COVID-19 Pandemic on Tourism and Hospitality Sector: Evidence from the South Asian Countries.**

Global Journals · Feb 6, 2023

Volume 22, Issue 3, Page 1-13, Version 1.0, Year 2022

Type: Double Blind Peer Reviewed International Research Journal.

https://globaljournals.org/GJMbr_Volume22/1-Assessment-of-the-Impact-of-COVID-19.pdf

CERTIFICATION

- **Workshop on the Art of High Performance Team (2020)**
- **Public speaking fundamentals (2020)**
- **The Fundamental of Digital Marketing (Certified by Google, 2021)**
- **Covid-19 Operational planning guidelines and Covid-19 Partner platform to support country preparedness and response (2020)**
- **Certified Educator - BITHM College of Professionals (2022)**

PERSONAL ATTRIBUTES

- **Ability to adapt in new environment & love to take challenge**
- **Team Building and Leadership**
- **Goal Oriented and Hard Working**
- **Teaching and Training**
- **Planning and Organizing Ability**
- **Innovative Ideas**

LINKEDIN

www.linkedin.com/in/mohammed-ziauddin

TRAVEL HISTORY

- **Makkah, Saudia Arabia (2002-2010)**
- **Sharjah, UAE (May-August, 2021)**
- **Visited most of the city of India**

REFERENCES

MD DELOWAR HOSSAIN

Director - Raozan Sweaters Ltd.

Phone: +88 01819-374644

Email: qtex@globalctg.net

Address: Shahida Villa, House #126 (1st Floor), Road #1, Sagarica R/A, Panchlaish, Chattogram, Bangladesh

MD ZAKER HOSSIN

PhD Scholar, Oklahoma State University

Phone: +1 405780514

Email: mhossin@okstate.edu

Address: Land-grant university in Stillwater, Oklahoma.
