



# RITTIK MOJUMDER

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## CAREER OBJECTIVES

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Public Administration graduate with practical experience in client coordination, project management, and digital operations through working with international clients. Skilled in communication, documentation, and data-driven problem solving, with a proven ability to manage tasks efficiently and meet deadlines. Seeking a full-time opportunity to contribute to organisational growth and operational excellence.

## CORE SKILLS

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**Professional:** Client & Stakeholder Communication, Time Management, Team Collaboration, Project Management & Coordination, Problem-Solving, Adaptability, Fast Learning, Data Analysis, Documentation

**Technical:** MS Office (Word, Excel, PowerPoint), SPSS, WordPress, WebFlow, HTML, CSS, JS, PHP

## WORK EXPERIENCE

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**Freelance Web Designer & Developer | International Clients (USA & Global)** **2021 - Present**

- Designed and delivered 100+ websites for international clients across multiple industries.
- Collaborated with global teams to develop business-aligned, high-performing websites.
- Achieved Top-Rated Freelancer status on Upwork with consistent 5-star client feedback.
- Managed multiple projects simultaneously, handling planning, timelines, and communication.
- Improved website performance through speed optimisation and SEO, increasing engagement.

**Director of Digital Operation (Remote) | Side-by-Side Classics LLC** **2024 - Present**

- Lead digital strategy and oversee technical infrastructure to align with business growth objectives.
- Advise leadership on digital-first initiatives, market expansion, and ROI optimization.
- Translate business goals into actionable digital roadmaps and data-driven strategies.
- Manage end-to-end web infrastructure, ensuring scalability, performance, and reliability.
- Drive technical SEO and site performance improvements to enhance UX and conversions.
- Implement system integrations and automation to streamline sales, marketing, and operations.

## EDUCATION

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**Bachelor of Social Science (B.S.S.) in Public Administration**

Islamic University, Kushtia — 2026

**Higher Secondary Certificate (HSC) in Business Studies**

Govt. KC College, Jhenaidah — GPA: 4.83 — 2019

**Secondary School Certificate (SSC) in Business Studies**

Jhenaidah Government High School, Jhenaidah — GPA: 4.45 — 2017

## **CERTIFICATIONS**

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- Web Design & Development, Learning & Earning Development Project (A2I & ICT Division)
- Computer Office Application, Skill Development Training Center, Jhenaidah
- AI in Bangladesh Summit 2024
- International Training on Principles of Applied Statistics for Social Sciences – Baoting Yanyuan Data Research Co., Ltd. (University of Dhaka, Stamford University Bangladesh & BARD collaboration), 2025.

## **LEADERSHIP & ACTIVITIES**

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- Member, Rover Scouts – Community service, leadership, and teamwork development.
- Research on governance, administration and society, involving literature review, data analysis, and report preparation.
- Participant, 10th International Insearch Conference on Governance 2025, BARD, Cumilla.
- Assistant Information & Research Secretary, Islamic University IT Society (IUTS) – Organised IT events and research initiatives.
- General Member, Hult Prize – Volunteered in entrepreneurship-focused events.

## **LANGUAGES**

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- Bengali: Native
- English: Fluent