

RITTIK MOJUMDER

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CAREER OBJECTIVES

Public Administration graduate with practical experience in client coordination, project management, documentation, and operations through working with international clients. Skilled in communication, data analysis, problem-solving, and stakeholder coordination, with a proven ability to manage multiple priorities, collaborate effectively, and consistently meet deadlines. Seeking to contribute to organisational excellence through analytical thinking, effective communication, and continuous learning while building a long-term career in banking, corporate operations, or development sectors.

CORE SKILLS

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

Technical: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, SPSS, AI Productivity Tools (ChatGPT, Claude, Gemini), Canva, WordPress, Webflow, HTML, CSS

WORK EXPERIENCE

Academic Intern | Janata Bank PLC, Jhenaidah Corporate Branch

March 2026 - June 2026

- Successfully completed a **3-month academic internship** as part of the B.S.S. program.
- Gained exposure to 3 core banking functions: **Deposit, Clearing, and Remittance**.
- Developed an understanding of banking documentation, KYC compliance, customer service, and operational workflows.
- Prepared a comprehensive internship report analysing banking operations and public financial service delivery.
- Strengthened **analytical, documentation, and report-writing** skills through practical observation.

Director of Digital Operations (Freelance/Contractual) | Side-by-Side Classics LLC

Sep 2024 - Present

- Contributed to **3x business growth** through digital strategy and operations.
- Expanded the digital product portfolio through **market research**.
- Streamlined digital operations to **improve workflow** efficiency.
- Supported leadership** in driving business growth and market expansion.
- Enhanced **customer support** processes for **faster issue resolution**.
- Optimised website performance through SEO and automation.
- Prepared operational documentation and reports to **support business operations**.
- Managed digital infrastructure, ensuring reliability and scalability.

Web Designer & Developer (Freelance/Remote) | International Clients

Feb 2021 - Present

- Delivered **200+ websites** for **100+ international clients** across diverse industries.
- Worked with clients from the **USA, UK, Canada, Australia, Mexico**, and other countries.
- Built **long-term client relationships** through repeat business and referrals.
- Managed multiple web projects** from planning to successful delivery.
- Developed business-focused websites that **supported clients' business growth**.
- Improved website performance through SEO and speed optimisation.
- Maintained **Top Rated Freelancer status** on Upwork through consistent **client satisfaction**.

EDUCATION

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

Islamic University, Kushtia — CGPA: 3.35 out of 4.00 — 2024

Higher Secondary Certificate (HSC) in Business Studies

Govt. KC College, Jhenaidah — GPA: 4.83 out of 5.00 — 2019

Secondary School Certificate (SSC) in Business Studies

Jhenaidah Government High School, Jhenaidah — GPA: 4.45 out of 5.00 — 2017

RESEARCH & FIELD EXPERIENCE

- **Co-author:** "*Ensuring Quality Healthcare: A Case Study in Kushtia Sadar Hospital*" — Contributed as a co-author to the research paper presented at the 10th International Integrative Research Conference, BARD, Cumilla (2025).
- **Co-author:** "*Why Victims of Domestic Violence in Bangladesh Remain Silent*" — Contributed as a co-author to the research paper presented at the University of Dhaka Public Administration International Conference.
- **Research Assistant:** Worked on the "*Gender Equality and Women Empowerment*" project under the supervision of Professor Dr A.K.M. Motinur Rahman, Vice-Chancellor, Islamic University.
- **Field Research:** Conducted field research under the supervision of Professor Dr. Mohammed Asaduzzaman, Department of Public Administration, Islamic University.
- **Research Engagement:** Active member of Public Administration Research Group (PARG).

CERTIFICATIONS

- **Computer Office Application** - Skill Development Training Center, Jhenaidah June - Dec 2025
- **International Training on Principles of Applied Statistics for Social Sciences** – Organised by Boating Yantuan Data Research Co. Ltd, China in collaboration with University of Dhaka, Stamford University Bangladesh, and Bangladesh Academy for Rural Development (BARD), 2025. Covered data analysis, statistical inference, and regression analysis for social science research. April - May 2025
- **AI in Bangladesh Summit - 2024** - Learned prompt engineering, AI productivity, and practical AI applications. 30-31 June 2024
- **Web Design & Development** - Learning & Earning Development Project (A2I & ICT Division) June - Aug 2020

LEADERSHIP & ACTIVITIES

- **Joint Secretary**, Islamic University IT Society (IUTS) – Coordinating organisational activities, events, and member communications. June 2026 - Present
- **Research Group Member:** Conducted research on governance and public administration involving literature review, data analysis, and report preparation. June 2024 - Present
- **General Member - Hult Prize** – Supported entrepreneurship events and collaborated with student teams during campus activities. Nov 2022 - Sept 2023
- **Rover Mate, Rover Scouts** Bangladesh – Community service, leadership, and teamwork development. July 2017 - Feb 2022

LANGUAGES

- **Bengali:** Native
- **English:** Professional Working Proficiency

REFERENCE

Dr. Mohammed Asaduzzaman

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Relation: Teacher

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Relation: Relative