

Mohammed Alif Hossain

Executive Assistant | Technical Operations

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Professional Summary

Computer Science & Engineering graduate with hands-on experience in software development, technical project coordination, and business operations. Experienced in collaborating with cross-functional teams, preparing technical documentation, managing client communications, and supporting project execution throughout the software development lifecycle. Strong organizational and analytical skills with proficiency in Google Workspace, Microsoft Office, and AI productivity tools. Passionate about combining technical knowledge with executive support to improve operational efficiency, streamline workflows, and contribute to organizational growth

Experience

Junior Web Developer, Techdyno BD LTD 11/2025 – Present

- Collaborated with cross-functional teams, including backend developers and designers, to deliver ongoing software development projects while ensuring smooth project execution.
- Integrated REST APIs, maintained production applications, and troubleshooted technical issues to support stable application performance and successful deployments.
- Participated in project planning, technical discussions, and sprint activities while maintaining technical documentation and project records to support efficient development workflows.
- Worked with Git repositories and modern development workflows, contributing to effective team collaboration and the timely delivery of high-quality software solutions.

Frontend Web Developer Intern, Allinfozone IT Solutions 10/2025 – 01/2026

- Developed responsive web applications by collaborating with developers and designers throughout the project lifecycle.
- Coordinated feature implementation based on project requirements while ensuring quality and timely delivery.
- Assisted in testing, debugging, and maintaining applications to improve performance and user experience.
- Participated in client requirement discussions, technical documentation, and project coordination to support successful project completion.

Skills

- **Productivity & Documentation:** Google Workspace (Docs, Sheets, Slides) | Microsoft Excel | Microsoft Word | Microsoft PowerPoint | AI Productivity Tools (ChatGPT, Gemini, Perplexity, Microsoft Copilot)
- **Database & Tools:** MySQL | Git & GitHub | VS Code | Postman | Linux & Nginx (Basic)
- **Programming & Development:** HTML5, CSS3, JavaScript, TypeScript, React.js | Next.js | Node.js | Express.js | REST API Integration
- **Professional Skills:** Executive Support | Project Coordination | Technical Documentation | Business Communication | Report Preparation | Meeting Coordination | Requirement Gathering | Problem Solving | Time Management | Team Collaboration | Research & Analysis | Adaptability

Academic Qualifications

Bachelors of Science in Computer Science & Engineering, <i>IUBAT- International University of Business Agriculture and Technology</i> Result: 3.51	2021 – 2026
Higher Secondary Certificate (HSC) - Science, <i>Milestone College, Uttara</i> Result: 5.0	2020 – 2020
Secondary School Certificate (SSC) - Science, <i>Uttara High School & College, Uttara</i> Result: 5.00	2018 – 2018

Leadership & Extracurricular Activities

Assistant Manager, Cultural Club, IUBAT IT Society	03/2022 – 04/2023
- Coordinated university events by organizing schedules, managing teams, and ensuring smooth execution of activities. - Collaborated with students and faculty members to improve participation and event success. - Strengthened leadership, communication, organizational, and team coordination skills through active management responsibilities.	

Projects

Sannai Technology - Bangladeshi Mobile Gadgets E Commerce Store	Developer
Developed a production-level e-commerce platform by implementing responsive user interfaces, coordinating feature implementation, and collaborating with stakeholders to deliver an intuitive shopping experience	
Tech stack: Next JS, Tailwind Live Link: https://sannai.com.bd/ 	
Allinfozone IT Solutions - Company Portfolio	Designer & Developer
Designed and developed the company's official portfolio website while coordinating project requirements and delivering a responsive, user-friendly solution aligned with business objectives.	
Tech stack: NextJS 14, Tailwind Live Link: https://allinfozoneit.tech  Source Code: https://github.com/alifhossain07/allinfozone-it-solutions 	
Jagot Jit Productions - Sound Engineer Portfolio	Designer & Developer
Designed and developed a production-ready portfolio website by collaborating with the client, gathering business requirements, and implementing both frontend and backend functionalities.	
Tech Stack: Next JS, Tailwind, Node JS, Express JS, MySQL Live Link: https://jagotjitproductions.com  Source Code: https://github.com/alifhossain07/jagot-jit-portfolio 	

Career Interests

- Executive Assistance (Technical)
- Technical Operations
- Project Coordination
- Business Operations
- IT Project Management
- Digital Transformation