

MD.Jakiul Ishak Niaz

📍 Ezma Tower, Holding No. 134, Janatabagh, Kadamtali, Dhaka, Kadamtali, Dhaka

📞 01970075009, 01632788000

✉️ jakiulishak@outlook.com, Jakiulishak@gmail.com

📘 <https://www.facebook.com/ishak.talukder.niaz>

🌐 <https://www.linkedin.com/in/ishak-niaz>



Career Objective

Experienced professional seeking a challenging role where I can apply my skills in executive support, operations management, compliance, team coordination, and process improvement to contribute effectively to organizational success and growth.

Career Summary

Experienced professional with expertise in executive support, operations management, compliance, insurance operations, and business coordination. Skilled in managing remote teams, developing processes, CRM workflows, QA monitoring, and supporting USA-based organizations. Experienced in digital marketing, lead generation, and strategic business operations.

Special Qualification

Skilled in executive support, operations, compliance, and insurance management. Proficient in remote team coordination, workflow development, CRM processes, QA monitoring, business documentation, and digital marketing operations.

Experience

Total Year of Experience: 7.9 yrs

1. Virtual Assistant to CEO (0.4 yrs)

(20 May, 2026 - Continuing)

Ray Advertising LLC / Policy Bear LLC

Las Vegas, Nevada, USA (Remote)

Area of Expertise

Business Operation (3 months), Compliance (3 months), CRM Management (3 months), Digital Marketing (3 months), Executive Assistance (3 months), Insurance Marketing & Sales (3 months), Lead Generation (3 months), Project Coordination (3 months), Quality Controller/ Assurance (3 months), Team Coordination (3 months)

Duties/Responsibilities

Provide executive and operational support to the CEO of Ray Advertising LLC and Policy Bear LLC. Manage daily business operations, coordinate remote teams, prepare reports, and support decision-making processes. Handle Policy Bear insurance operations including Final Expense workflow management, agent coordination, call monitoring, QA guidance, training documentation, onboarding materials, CRM process development, and performance tracking. Coordinate with internal teams including compliance, developers, designers, marketing, and external vendors. Manage compliance reviews, business documentation, process improvement initiatives, and operational support for future ACA, Medicare, and Auto Insurance expansion.

2. Chief Growth Officer (0.4 yrs)

(01 Jan, 2026 - 20 May, 2026)

Digitrench LLC

75 E 3rd St 7, Sheridan, WY 82801, United States

Area of Expertise

Client Relationship (4 months), growth management (4 months), Performance Marketing (4 months)

Duties/Responsibilities

Duties/Responsibilities

- Leading overall growth strategy for Digitrench across USA & Bangladesh markets
- Managing Pay Per Call ecosystem (traffic generation, call routing, buyer partnerships)
- Scaling revenue channels through Meta Ads, Google Ads, and organic funnels
- Building and managing call center partnerships in Bangladesh
- Developing lead generation funnels and optimizing conversion rates
- Handling client acquisition & partnerships with US-based PPC networks & service providers
- Overseeing compliance, call quality, and campaign performance metrics
- Managing cross-functional teams (marketing, sales, operations)

3. Virtual Executive Assistant/ Compliance Manager (0.4 yrs)

(08 Aug, 2025 - 31 Dec, 2025)

Ray Advertising

1267 Willis ST STE 200 Redding CA 96001 USA

Area of Expertise

Advertising and media trends (4 months), Compliance (4 months), Executive Assistance (4 months), USA Law (4 months)

Duties/Responsibilities

Handling the entire compliance department, including legal contract management, publisher and advertiser onboarding, and reviewing advertising and publishing compliance requests. Overseeing all compliance and legal documentation, ensuring full adherence to internal policies and industry regulations. Coordinating directly with the Managing Director and CEO to manage operational tasks, maintain documentation flow, and ensure all compliance matters are handled efficiently.

4. Business Development Manager (0.9 yrs)

(18 Jun, 2024 - 05 May, 2025)

ixzen

Shenzhen, China

Area of Expertise

Branding (11 months), Business Development (11 months), Digital Marketing (11 months)

Duties/Responsibilities

- Digital marketing,
- Managing and working with a creative team of graphic designers, content writers, web developers, animators, video editors, and voice artists, approaching potential clients, and fulfilling all of their queries.

5. Business Development Executive (0.5 yrs)

(20 Dec, 2023 - 13 Jun, 2024)

NR-Business Solution Ltd

Shyamoli, Dhaka, Bangladesh

Area of Expertise

Digital Marketing (Social Media Marketing) (6 months)

Duties/Responsibilities

Digital Marketing, Website Development, Graphics Design, Video & Photo editing & IT support

6. Virtual Assistant (0.9 yrs)

(19 Jan, 2023 - 30 Nov, 2023)

TRY BPO

Uttara

Area of Expertise

Call Center Operation (10 months)

Duties/Responsibilities

Gathering Appointments For American Clients.

7. Warehouse Incharge (1 yr)

(23 Sep, 2021 - 22 Sep, 2022)

Gourmet Food Company

Prince Sultan Road, Jeddah, Saudi Arabia.

Area of Expertise

Leadership (1 yr)

Duties/Responsibilities

- Assisting the F&B Provision Master in safekeeping and the issuance of food products.

- Maintaining all food storerooms clean & in compliance with USPH regulations & guidelines.
- Participates in the loading and storing process of all food inventoried items.
- Ensures segregation of goods based on pick lists provided by the F&B Provision Master
- Assisting the F&B Provision Master in maintaining proper rotation of merchandise using FIFO (first in – first out) procedures and for monitoring shelf-life of all Food Products.
- Monitoring proper temperatures of all Food storerooms.
- Maintains a safe, secure, and healthy environment by establishing, following, and enforcing sanitation standards and procedures complying with legal regulations securing revenues
- Developing and implementing disaster plans maintaining security and sprinkler systems and maintaining parking lot and walkways.
- Maintains ambiance by controlling lighting, background music, linen service, glassware, dinnerware, and utensil quality and placement & monitoring food presentation and service.
- Reporting to the F&B Provision Master the spoilage and breakage of inventoried items.
- Taking the necessary precautions actions to avoid bodily injuries and/or damages to company's property when using chemical and cleaning material.
- Updating all the products & ensure smooth operation of Dry store & Cold Store, Packing Store & Fridge & Chillers Store of the restaurant.

8. Data Entry Team Leader (3.1 yrs)

(11 Sep, 2018 - 21 Sep, 2021)

Arabian Gulf Manufactures

Industrial City Phase 1, Jaddah, Saudi Arabia.

Area of Expertise

Data analysis and presentation (3 yrs)

Duties/Responsibilities

- Prepares, compiles, and sorts documents for data entry & verifies and logs receipt of data using SAP software.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.
- Verifies integrity of data by comparing it to source documents.
- Reviews data for errors, missing pages, or missing information & resolves any discrepancies.

Academic / Education

Exam Title	Concentration/ Major	Institute	Result	Pas.Year	Duration	Achievement
Diploma in Digital Marketing	Digital Marketing, SEO, PPC, Affiliate Marketing & Online Business Strategy	Creative IT Institute	Pass	2023	1	
HSC	Business Studies (Commerce)	Baf Shaheen School And College	4.89 out of 5	2018	2	
SSC	Business Studies (Commerce)	Ghatail Gano Pilot High School	3.86 out of 5	2016		

Training

Training Title	Topic	Institute	Country	Location	Year	Duration
LinkedIn Marketing Fundamentals	LinkedIn Marketing Strategy, B2B Marketing Fundamentals, Audience Targeting, Campaign Planning	LinkedIn Marketing Labs	Online / USA	Online	2025	Self-paced
	Artificial					

AI for Business & Generative AI Applications	Artificial Intelligence for Business, Generative AI Applications, AI Productivity Tools, Prompt Engineering Techniques, Business Automation	LinkedIn Learning	Online / USA	Online	2025	Self-paced
Data Privacy & Compliance Training	CCPA Compliance, GDPR Compliance, Data Governance, Healthcare Data Privacy, HIPAA Compliance Principles	LinkedIn Learning	Online / USA	Online	2025	Self-paced
Business Management & Contract Fundamentals	Business Law, Contract Review, B2B Sales Strategy, Business Communication, Organizational Leadership	LinkedIn Learning	Online / USA	Online	2025	Self-paced
Workplace Safety & Awareness Training	Workplace Safety Procedures, Safety Awareness & Risk Prevention, Industrial Safety Guidelines, Emergency Response Awareness	Arabian Gulf Manufactures	Saudi Arabia	Jeddah, Saudi Arabia	2019	48
SAP ERP Fundamentals Training	SAP ERP Overview, Business Process Management, Basic ERP Workflow, Enterprise Data Management	Jeddah Industrial Training Institute	Saudi Arabia	Jeddah, Saudi Arabia	2018	180 Hours

Career and Application Information

Preferred Job Category : IT/Telecommunication, Media/Advertisement/Event Mgt., Customer Service/Call Centre

Looking For : Top Level Job

Present Salary : Tk. 45000

Expected Salary : Tk. 55000

Preferred District : Anywhere in Bangladesh

Preferred Country : United States

Preferred Organization Types : Advertising Agency, BPO/ Data Entry Firm, Call Center, Advertising Technology (AdTech) Startup, E-commerce Startup

Skill

--	--

Fields of Skill	Description
• Affiliate Marketing • Compliance • Digital Marketing • PPC Marketing • SEO and Google ads • Webmaster • WordPress • Executive Assistant • Virtual Assistance • Operations Management • Project Coordination • Insurance • Quality Assurance/ Quality Control • Team management • CRM Admisrator • Reporting and Documentation • Data analysis • Lead Generation • Website Management • communication with Buyers	No description provided

Language Proficiency

Language	Reading	Writing	Speaking
English	High	High	High
Hindi/Urdu	Medium	Low	High
Arabic	Medium	Low	High

Personal Details

Father's Name : Md. Humaun Khalid Talukdar
 Mother's Name : Jakia Sultana
 Date of Birth : 08 Aug, 1999
 Gender : Male
 Marital Status : Married
 Nationality : Bangladeshi
 Religion : Islam
 Permanent Address : 181, Kharabor, Ghatail, Tangail., Ghatial, Ghatail, Tangail 1980
 Current Location : Ezma Tower, Holding No. 134, Janatabagh, Kadamtali, Dhaka, Kadamtali, Dhaka
 Blood Group : A+
 Height (Meter) : 1.83
 Weight (Kg) : 90

Reference

Name : Mudassar Iqbal
Organization : Goodies Selections
Restaurant
Designation : Warehouse Manager
Address : Saudi Arabia
Mobile : +966593200900
Relation : Professional

Name : Mohammad Irfan Ali
Organization : Arabian Gulf
Manufactures
Designation : Senior Production
Supervisor
Address : Saudi Arabia
Mobile : +9660501323963
Relation : Professional