



# ABDULLAH AL MAMUN

Operations & Administrative Executive | HR Coordination | AI-Powered Workflow Automation

## CONTACT

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## CORE SKILLS

- Operations Management
- Office & HR Administration
- Workflow Automation (n8n, AI Tools)
- Recruitment & Onboarding
- Team Leadership & Coordination
- KPI & Operational Reporting
- Process Improvement
- Event & Vendor Coordination
- Google Workspace & MS Office
- Local SEO
- Canva / Adobe Photoshop

## EDUCATION

### Executive MBA (Information Systems)

Presidency University, Bangladesh — In Progress (Exp. 2027)

### BA in English

University of Dhaka (Dhaka College) — 2025, CGPA 2.94

## CERTIFICATIONS

Digital Marketing (SEO, Meta Marketing, Graphic Design) — Passive Journal — 2021–2024  
Corporate Leadership Foundations — Execudemy, Presidency University — 2026

## LANGUAGES

Bengali — Native  
English — Fluent  
Hindi — Conversational  
Urdu — Conversational  
German — Basic

## PROFESSIONAL SUMMARY

Administrative and Operations professional with 4.5+ years of progressive experience in office administration, HR coordination, team leadership, digital operations, and workflow automation. Currently leading day-to-day operations for a 50+ member media organization while driving process improvements through AI-powered automation (n8n, ChatGPT). Promoted three times within the same organization. Skilled in recruitment support, operational reporting, cross-functional coordination, and business process optimization.

## KEY ACHIEVEMENTS

- ✓ Promoted 3 times in 3 years: Jr. Graphic Designer → Social Media Manager → HR & Admin → Administrative Coordinator.
- ✓ Built an AI-powered workflow automation system (n8n) that saves 30+ hours per week in content coordination and distribution.
- ✓ Introduced an AI voice generation workflow that eliminated manual voice production entirely (100% reduction in manual effort).
- ✓ Deployed an AI script-generation workflow that cut manual script production time by 70%.
- ✓ Coordinate operations and maintain accurate records for a 50+ member workforce.

## PROFESSIONAL EXPERIENCE

### Administrative Coordinator | Gcontent, Dhaka Apr 2025 – Present

- **Lead daily operations** for a workforce of 50+ employees, maintaining accurate records and ensuring efficient coordination across editorial, marketing, design, and administration.
- **Implement** AI-driven workflow automation using n8n, saving 30+ hours per week in content coordination and distribution.
- **Coordinate** recruitment, onboarding, and policy implementation, supporting 20–40 candidate evaluations and 10–20 hires annually.
- **Prepare** monthly employee progress reports and cost-management reports to support strategic decision-making.
- **Organize** executive meetings, company events, and internal communications across departments.

### HR & Admin | Gcontent, Dhaka Apr 2024 – Mar 2025

- **Managed** HR documentation, attendance, and leave records for 50+ active employees.
- **Supported** recruitment from job posting to onboarding, coordinating 20–40 candidates and 10–20 hires per year.
- **Improved** digital filing systems and supported payroll preparation and HR reporting.

### Social Media Manager | Gcontent, Dhaka Dec 2022 – Mar 2024

- **Planned and executed** data-driven social media strategies across multiple platforms, growing audience engagement by 30%.
- **Analyzed** campaign performance, prepared monthly analytical reports, and coordinated with designers, editors, and writers for timely content delivery.

### Jr. Graphic Designer | Gcontent, Dhaka Jan 2022 – Jun 2023

- **Produced** visual and video content using Adobe Illustrator, Photoshop, Premiere Pro, and Canva Pro to support marketing and editorial output.

## KEY PROJECTS

- **AI Workflow Automation** — Designed an n8n-based automation pipeline for content workflow, saving 30+ hours per week and improving turnaround for a 50+ person media team.
- **AI Voice Generation Workflow** — Automated voice production for content, eliminating manual voice work entirely (100% reduction).
- **AI Script Generation Workflow** — Automated script drafting, cutting manual production time by 70%.
- **Local SEO Project (USA Clients)** — Managed Google Business Profiles, conducted local SEO optimization and citation building, and prepared monthly SEO reports.