

RAJA HAQUE

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Career Objective

Results-driven Community Manager and Data Specialist with over five years of experience in moderating online spaces, fostering engagement, and executing strategic marketing initiatives.

Seeking a challenging role where I can leverage my expertise in community management, data entry, customer support, and virtual assistance to contribute effectively and drive business success.

Technical Skills

- Community Management & Moderation
- Project Marketing & Token Listing
- Data Entry & Management
- Microsoft Office (Excel, Word, PowerPoint)
- Social Media Management
- Email & Calendar Management
- Multilingual Translation Tools
- Video Editing

Professional Skills

- Communication & Leadership
- Time Management & Organization
- Problem Solving & Critical Thinking

- Adaptability & Strategic Planning

Work Experience

Polo Ecosystem | Community Moderator | 2019 - 2022

- Managed and moderated cryptocurrency-related online communities, increasing engagement by 35%.
- Enforced community guidelines and facilitated meaningful discussions among users.
- Provided customer support and conflict resolution to maintain a positive user experience.

Bitlink | Community Manager | 2020 - 2023

- Designed and implemented engagement strategies that boosted sales by 60%.
- Established partnerships and collaborations, leading to a 40% increase in project exposure.
- Conducted sentiment analysis and provided insights to improve community interactions.

Kraken | Listing Partner | 2022 - 2023

- Managed cryptocurrency token listings, ensuring high-quality project selection.
- Developed market trend analysis to target the right investors and enhance visibility.
- Optimized the listing process to reduce turnaround time by 30%.

Sigma Funding | Discord Community Moderator

- Moderated discussions, enforced rules, and provided 24/7 community support.
- Collaborated with marketing teams to implement community-driven growth strategies.
- Organized community events that increased active participation by 50%.

Education

Panchanan Barma University, Coochbehar | Bachelor of Science in General (2015 - 2019)

References

MR. ORNOB | Community Moderator | Telegram: @Deepdraught

Worked closely for over a year on multiple projects, demonstrating leadership and strategic thinking.