

SYED ASIF RAHMAN



236/1, Wasa Road, West Shewrapara, Dhaka 1216 | 01728972161 | asif15-14512@diu.edu.bd

Professional summary

Fast learning, results-oriented employee, utilizing organizational skills to drive business goals. Works effectively and efficiently in high-performing teams. Communicates and delegates effectively to aid timely, quality completion of projects.

Education

Bachelor of Science: Computer Science & Engineering Aug 2024

Daffodil International University - Dhaka

- CGPA: 3.62(1st year)
- Session: September 2020 to August 2024(hoped)

Higher Secondary Certificate: May 2019

Cambrian College - Dhaka

GPA: 4.08

Session: 2017 to 2019

Secondary School Certificate: Mar 2017

Dhanmondi Govt. Boys High School - Dhaka

GPA: 4.73

Session: 2015 to 2017

Experience

Virtual Assistant 09/2020 to 10/2021

CCG – Florida

- Used to help sort the product.
- Received and verified product returns and faulty stock before processing refunds.

Graphic Designer 07/2021 to 08/2021

Self – Dhaka

- Designed posters and visiting cards, leaflet in Adobe illustrator and edited images Adobe photoshop.

Sales Manager 06/2019 to 03/2020

Shanti Shongho – Dhaka

- Managed marketing channels, increasing engagement with target audiences.

Skills

- Office and administrative tasks
- Management volunteer

Language

- Native Bangla speaker
- English– Level of proficiency: conversational
- Hindi – conversational