

ERFAN JAFAR

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About

Friendly individual who likes to have fun while being the best. Intermediate level knowledge on programming, languages include Java, C, Python, SQL. Volunteering for Google Development Student Club in the Marketing department. Possess basic knowledge in content creation in Photoshop and Canva.

Education

- Bachelor of Science | 2020-2024 | Memorial University of Newfoundland.

Major in Computer Science.

- A-level | 2020 | Bangladesh International School.

In 3 subjects: Math, Chemistry and Physics.

- IGCSE | 2018 | Bangladesh International School.

In 7 subjects: Math, English, ICT, Physics, Biology, Chemistry and Business.

Experience

1. Accountant | March 2021 to August 2021 | Beef & Butter Ltd.

Responsibilities:

- Recording transactions of sales and purchases.
- Preparing and maintaining important financial reports.
- Creating monthly income statements and expense reports.
- Contacting creditors and updating payment information.
- Calculating tax returns.
- Filing paperwork in the appropriate location.
- Handle cash and storing them in their appropriate location.
- Calculate and prepare salary documents for every employee.

2. In-store Service Agent | Since October 2021 | Geek Squad

Responsibilities:

- Provide amazing customer experience by understanding the customer's needs.
- Identify and create complete solutions according to their technology needs and lifestyle.
- Implement the necessary solutions on client units.
- Provide tutorial services to ensure that clients can take full advantage of their purchases.
- Keep clients updated when working on their devices on what is being done.
- Move units between store and vendors and keeping other agents informed about the unit.

3. Event Staff | Since October 2021 | The Works

Responsibilities:

- Work with a team to setup venue for various games.
- Ensuring that seating arrangements meet the standards.
- Ensuring event hall is clean and organized.
- Undertaking security duties.
- Ticket taking and welcoming guests.

Skills and Abilities

- Strong communication and interpersonal skills.
- Work well in teams and under supervision.
- Creative (in writing content + art).
- Very good written and verbal communication skills.
- Able to stay on feet for long.
- Detail-oriented and careful with work.
- Above average knowledge in dealing with computer software.