

Foisal Arefin

Computer Programmer



Contact

- ✉ foisalarefin0987@gmail.com
- 📞 +880 1919 - 933481
- 📍 Azimpur Officer's quatar, Build no -9, Dhaka- 1205
- 🌐 <https://www.facebook.com/arefin.refath>

Extra Curriculum

- UIU Computer Club

Junior Executive.
Apr, 23- present

- EUSC Cultural Club

Executive
Jan, 2020 - dec, 2021

Hard Skill

- C, C++
- Java, Java Swing, Java FX
- HTML, CSS
- UI/ UX Design, Figma, Canva, Adobe
- Microsoft Office (Word, PowerPoint, Excel)
- Blender, Bitrix
- Fast Typing

Language

- Bengali: Fluent
- English: Fluent

About Me

I am a CSE student with very passionate in person. To secure a merit based position in an organization, where I could apply academic exposure to reflect my strong leadership, communication, presentation and analytical skill.

Education

- United International University

B.Sc in CSE
21 Oct, 2022 - Present

- Engineering University School & College

Higher Secondary School | GPA - 5.00
2019 to 2021, Group - Science

Experience

- Project Manager, PARAGON GLOBAL EUROPE

Jul, 23 - Jun, 2024

- Managed remote team operations on Bitrix, overseeing tasks, progress and performance

- Provided Bitrix training, tracked work quality, and ensured project updated to leadership.

- Communicated with international clients, led team meeting on Zoom, and maintained smooth workflows across time zones.

● Founder & CEO Manager
at Spawn Gadgets
2022 – Jan,23

● Freelance Graphic Designer
2020 – Present

- Customer Care Executive (CCE)
at ORPONBD, ORPONBD GLOBAL
Jan, 20 – Dec, 2022
Assisted customers with product and service selections
 - Completed accurate order entry, including data verification.
 - Updated company tracking system with latest information.
 - Communicated with customers to answer questions and perform account maintenance.

Soft Skill

- Creativity
- Quick-adaptability
- Problem-Solving
- Time Management
- Team Work
- Communication
- Management

Achievements

● Professional Graphic Designing And Office Management from Bangladesh Youth Development Institute.

Rank : A

● UIU Programming Contest from UIU Summer Festival

Position : 2nd

Hobbies

- Reading Books
- Watching Movies
- Listening Musics
- Technological News
- Travelling

References

● Md. Saifullah

Senior Computer Operator,
Administration Department,
Room#237, BIRDEM General Hospital
122,Shahbag, Dhaka-1000.

Mobile: +88 01718-203867

● Alif Al Mahfuz

Officer,
Customer Care Management,Walton
High-tech Industries PLC
Mobile: +88 01671-656404

● I, the undersigned, certify that to the best of my knowledge and belief, this resume is correctly described my qualifications and me.

Signature : *Foysal*
