**Tangirun Mannan**

[Tmannan314@gmail.com](mailto:Tmannan314@gmail.com)│929 -471-5610

**PROFESSIONAL SUMMARY**

Software Development Professionalcurrently working on HTML, CSS, and basic JavaScript. Great at solving programming problems, with a fierce drive to improve and continue to learn new technologies.Highly adaptable to fluctuating situations and proficient in handling confidential information. Fluent in Bengali

**Core Competencies:**

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| --- | --- | --- |
| * Administration | * Data Entry | * Credentialing |
| * Customer Service | * Confidentiality | * Creative Writing |
| * Programming | * Troubleshoot | * Information Technology |

**Professional Experience**

**Science Library at SUNY Albany – Albany, New York June 2012-September 2012**

Librarian & Desk Receptionist (Summer)

* Conducted financial transactions and monitored loan status’s
* Entered key data to maintain records for library archive
* Managed inventory of 5000 plus books using the Dewey Decimal System
* Greeted and Interacted with patrons at the front desk
* Processed book orders as well as theft prevention

**Angelina’s Metro Market - LaGuardia Airport, NY June 2011 – August 2011**

Sales Associate & Cashier (Summer)

* Opened store for business and prepared store for oncoming day
* Handled financial transactions worth up-to 2000 or more dollar a day
* Greeted and interacted with 100 or more customers
* Addressed customer complaints and queries about products being sold

**DEWEY & LEBOEUF LLP – Manhattan, New YorkJune 2008 – September 2008**

Administrative Office Assistant (Internship)

* Worked in the stocking department, taking orders and shipping supplies to different departments
* Filed and compiled information for overseas branch director
* Scheduled and organized meetings with department director and clients domestic and international
* Troubleshot email issues such as, email log-in and data base management organization of information
* Input client information and branch specific information using Microsoft Excel

**TECHNCIAL SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| * Microsoft Suite | * HTML 5 | * CSS | * JavaScript |

**Education/Certifications**

**City University of New York at Hunter College**(Expected December 2018) **January 2015 – Present**

Course Work

|  |  |  |  |
| --- | --- | --- | --- |
| * Literary Theory | * Creative Writing | * Asian American Lit | * Rhetoric |

**Queensboro Community College CUNY TechWorks** (Expected August 2018) **January 2018 – Present**

|  |  |
| --- | --- |
| * Web Client Programming | * Web Technology |
| * Creating Smart Apps | * Intro to C++ |