

ADITTA BARUA

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SUMMARY

A master student who did a CSE major and a part-time mobile phone technician with hands-on experience in all levels of electronics repair and IT sense. A quick learner with a passion for continuous improvement. Ambitious and always trying to learn new things and enhance skills. I am eager to contribute my expertise to dynamic projects, adding value through a blend of technical proficiency and effective teamwork.

WORK EXPERIENCE

Shop Manager , TechPoint 22 Limited May 2025 - Present

- Repaired all sorts of devices like phones, tablets, laptops, pc and other devices.
- Trained and supervised staff to maintain quality standards and store policies.
- Tracked performance metrics and supported decision-making to meet business targets.
- Managed day-to-day shop operations, including staff coordination and customer support.
- Oversaw stock levels, supplier communication, and restocking to avoid shortages.

Technician and IT Specialist, Tiktech /Print Express February 2025 - April 2025

- Assisted with basic networking tasks, including connectivity checks and device configuration.
- Provided on-site technical support to staff and ensured software tools were up to date.
- Documented common technical issues and applied preventive solutions.
- Repair all sorts of devices like phones, tablets, pc, laptops, etc.
- Set up and maintained hardware, printers, computers, and IT equipment for daily business use.
- Troubleshoot system errors and resolved technical issues quickly to minimise downtime

Graphics Designer, Avalanche Digital Limited December 2023 - October 2024

- Collaborated with clients and marketing teams to understand branding requirements.
 - Revised and refined design drafts based on client or team feedback.
 - Prepared final artwork for print, digital campaigns, and promotional use.
 - Managed multiple design tasks and delivered projects within deadlines.
 - Designed visual content such as flyers, banners, logos, and social media graphics.
 - Used Adobe Illustrator, Photoshop, and related tools to create clean and market-ready designs.
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EDUCATION

Master of Computer Forensics & Cyber Security Jan 2025 - Present

University of Greenwich -London, England

- Specialization in forensics and security.
- Ongoing thesis on Internet of Things.

Bachelor of Science in Computer Science and Engineering Jan 2020 - May 2024

BRAC University - Dhaka, Bangladesh

- Relevant coursework in computer science.
 - Thesis on Cloud Computing and Machine Learning.
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ADDITIONAL INFORMATION

- **Technical Skills:**

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| 1. Programming (Python, Java) | 9. Technical documentation |
| 2. Sales and Retail experience. | 10. Adobe Illustrator & Photoshop |
| 3. Hardware repair (phones, tablets, laptops, PCs) | 11. Branding, logo, and digital design |
| 4. IT support & troubleshooting | 12. Video Editing. |
| 5. Basic networking & device configuration | 13. Presentation Skill. |
| 6. Software installation & updates | 14. Communication |
| 7. System diagnostics & maintenance | 15. Leadership. |
| 8. Inventory and stock management | |

- **Languages:** English, Hindi, Bengali

EXTRACURRICULAR ACTIVITIES

- Designer, IEEE BRACU Student Branch, Panel Member Of 2023-2024
- Senior Executive, Creative Department, Brac University Computer Club, 2021-2023
- Content Executive, Hult Prize At BRACU Official Event, 2022
- Director, Marketing & IT Department, BRAC University Monon Club, 2023-2024
- Reciter, 15th Convocation of BRAC University

PROJECTS

- Bangla Chat Bot using NLP
- Inventory Management System using Java Script and HTML
- Pet Store Management System using SQL
- Car Detection System using Arduino Uno Microprocessor and Different Sensors

REFERENCE

- **TAHIR EJAZ**

Business Owner, TechPoint22 Limited

Contact - 07412333687

- **RONAK PATEL**

Manager, Tiktech/PrintExpress 21 Limited

Contact - 07495514576

- **AJANTA BARUA**

Supervisor, Miniso Victoria Branch,

Contact - 07572113144

- **S SHAMSUZZOHA**

Crew Member, Sainsbury's Hornchurch High St Branch

Contact - 07368193579
