ADITTA BARUA

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SUMMARY

Postgraduate Computer Forensics & Cyber Security student with a strong foundation in IT support, hardware troubleshooting, and electronics repair. Currently working as an IT technician and specialist with hands-on experience in system diagnostics, networking basics, device configuration, and customer-facing technical support. Highly motivated, a quick learner, and seeking opportunities in IT Support, Cyber Security, Technical Support, or Graduate IT roles.

TECHNICAL SKILLS

IT & Systems

- IT support & troubleshooting
- Hardware repair (phones, tablets, laptops, PCs)
- System diagnostics & maintenance
- Software installation, updates & configuration
- Printer & peripheral setup
- Basic networking & connectivity checks

Business & Professional

- Inventory & stock management
- Retail & customer service
- Technical documentation
- Communication & teamwork
- Leadership & staff supervision

Systems, Tools & Software

- Kali Linux
- Basic penetration testing & security tools exposure
- Windows & macOS
- Microsoft 365 (Word, Excel, PowerPoint, Outlook)
- Adobe Illustrator, Photoshop
- Vulnerability assessment basics
- Basic networking concepts (TCP/IP, DNS, HTTP)

Programming & Scripting

- Python
- Java
- JavaScript
- HTML, CSS
- SQL
- Basic scripting & automation concepts
- Problem-solving using algorithms and logic

WORK EXPERIENCE

IT Specialist , TechPoint 22 Limited
London, UK

May 2025 - Present

- Repair and troubleshoot various devices, including phones, tablets, laptops, PCs, and other electronic 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
London, UK

February 2025 - May 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.
- Troubleshot system errors and resolved technical issues quickly to minimise downtime

Graphics Designer, Avalanche Digital Limited   **December 2023 - October 2024**
Dhaka, Bangladesh

- 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.

EDUCATION

Master of Computer Forensics & Cyber Security   **Jan 2025 - Jan 2026**
University of Greenwich – London, England
- Specialisation in forensics and security.
- Thesis: Intelligent IoT Threat Detection Using Machine Learning

Bachelor of Science in Computer Science and Engineering   **Jan 2020 - May 2024**
BRAC University - Dhaka, Bangladesh
- Relevant coursework: Cloud Computing, Machine Learning, Networking
- Thesis: Edge-Optimized Machine Learning Models for Real-Time Personalized Health Monitoring

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

EXTRACURICULAR 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

LANGUAGES

- ENGLISH (FLUENT)
- BANGLA (NATIVE)
- HINDI (CONVERSATIONAL)

REFERENCES

Available upon request.