

ARFAZ HOSSAIN

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October 8th, 2021

VertiGIS North America Ltd.
1117 Wharf St Unit 300
Victoria, BC, V8W1T7

Dear Hiring Manager,

I am Arfaz Hossain, third-year Software Engineering student at University of Victoria. Since I am very much interested in the field of Applied Computer Science, I became very interested in developing software and working with software life cycle while doing my internship at ITVill Bangladesh.

I believe, through the skills I learned during my two years as a Software Engineering Student, I can jumpstart my professional career in VertiGIS as a successful software developer and an engineer. I believe VertiGIS has the potential to help me learn about the dedicated teamwork, communication, and project management skills one requires, as a engineer.

Through working as an Operations Officer, I learned the values of meeting customer satisfaction through working in teams. I learned that I could lead a team of six and can evenly distribute the tasks for the project to be successful. I learned my management skills while working in my high school debating and language club.

Thank you for listening to my experiences and competencies, and most importantly, my story. I'll be able to free up my schedule anytime during the week, should you choose to ask me for an interview. Please contact me if you have any additional questions or concerns.

Most Sincerely,

A handwritten signature in black ink that reads "Arfaz". The signature is written in a cursive, slightly stylized font.

Arfaz Hossain

ARFAZ HOSSAIN

(250) 880 8402 | arfazhussain@outlook.com

Facebook↗, LinkedIn↗, Twitter↗

4098 San Capri Terrace, V8N 2J6
Victoria, British Columbia

EDUCATION

University Of Victoria

Bachelor of Software Engineering (BSEng)

Specialization: Software Engineering

Victoria, British Columbia

September 2021 – April 2026

COMPETENCIES

General Competencies:

Achieved before starting post-secondary education

Word, Excel, PowerPoint, Digital Marketing, Social Media Management, Digital Photography, Customer Support.

Program Specific Technical Competencies:

Achieved during the two years of post-secondary education

Highly Competent : C, C#, Python

Mild Competent : Java, Linux

Soft Competency/Skills:

Achieved while doing any program-specific projects and volunteering

Communication Skills:

Task Distribution, Strategic Planning, Task Engagement.

Teamwork and Communication Skills:

Project Management, Design Presentation.

PROFESSIONAL EXPERIENCE

ProjectDebi ↗

Operations Officer

Dhaka, Bangladesh

November 30, 2018 – May 30, 2020

As an Operations Officer, I looked after each customer, by managing appointments at the latest with psychologists, counsellors and other professionals while talking to them.

- Improved customer satisfaction in the department through listening to them, their story and calming them down through making suggestions and advice.
- Managed tasks through evenly distributing them to every member in the team, managing to get any project in hand done, in due time.
- Worked full time while at high school, worked full time in two organizations in the summer and during scheduled school breaks.

ITVill ↗

Front-End Beta Tester

Dhaka, Bangladesh

March 2020 – June 2020

As a beta-tester, my work mainly was to look after more than 10 main web-based applications in development phases, evenly distributing each phase to specific audience, taking feedbacks, and reporting them to the chief developer.

- Learned to code myself through taking courses in school for improving my skills.
- Managed in properly reporting each feedback to the team through managing them in time.
- Tested about 50+ early-development phase projects, reported personal feedback.
- Learned about the software lifecycle, problem-solving techniques, teamwork, and leadership qualities while finalising project-planning.

VOLUNTEERING ACTIVITIES

SaveTheAnimals ↗

Management Officer, Event Volunteer

Dhaka, Bangladesh

January 19, 2019 – May 30, 2020

I worked as an event volunteer in many events arranged by the International Non-Government Organization SaveTheAnimals, and managed to work my way to becoming a management officer while volunteering and working at ProjectDebi.

- Managed successful events through proper planning with the organizers, working throughout the day through solving any crisis-management situation, whenever needed.
- Managed to keep logs of all participants, guests, audience in an excel sheet while keeping track of funding and tips in a separate log in each of the events.

Remians Language & Debating Society (RLC-RDS) ↗

Graphics Designer, Field Photographer & Volunteer

Dhaka, Bangladesh

May 1, 2018 – April 30, 2019

During my high school, I worked at my local High School Debating and Language Club. I volunteered in many of the events arranged by these two clubs and have captured many beautiful memories throughout my last year while I was working as a Photographer in one of the club.

- Documented each event through the help of my Canon 760D Camera.
- Managed to publish one of my photographs in the Sports Section of **The Daily Star**, one of the most prominent national newspaper in Bangladesh.

INTERESTS

- Cycling around the city has been, to this day, my most favourite hobby. I cycle around the city I reside in currently (Beautiful Victoria!) and wander around whenever I get time, and mostly during the weekends.
- I learned to develop photographing skills while I was working as an event volunteer during *5th DRMC Petromax-LPG National Language Festival* around 2018. I have a wonderful collection of photographs in my computer which I show around whenever I get company.

REFERENCES

Muhammad Abrar

Title: CEO, ProjectDebi ↗
Contact: +880 1763746376; muhammadabrar@projectdebi.com;
Relationship: Abrar worked as my mentor while I was working in Operations in his organization.

Mushfiqur Rahman

Title: Software Developer, ITVill ↗
Contact: +880 167843738; mushfiq.rahman@bracu.bd
Relationship: Mushfiq hired me as an intern during the summer time at ITVill as a Front-End Beta Tester in many of his projects.