

# Farhan Tanmoy

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## OBJECTIVE

Extensive experience in business management, marketing and finances, which allowed a growth mindset. This skill set has allowed companies to thrive and make a high volume of profit. Willing to take on a bigger role in a company to achieve even higher profits.

## EDUCATION

### Hunter College - CUNY

August 2018- Present

Majoring in Computer Science and Minor in Accounting

## SKILLS

### Technical

- Proficient in object-oriented programming using C++ and Python
- Database management and manipulation using Microsoft Excel, VBA, and Pandas
- Proficient in photo editing and enhancing utilizing the Adobe Creative Cloud ecosystem
- Proficient in Website Development using Squarespace

### Communication

- Able to speak and read in Bengali
- Customer Service and Telemarketing
- Proficient in technical writing

## EXPERIENCE

### Khan's Tutorial, Jamaica - *Executive Administrator/Creative Director*

April 2018 - PRESENT

- Executive Administrator:
  - Using various software, including word processing, spreadsheets, databases, and presentation software.
  - Reading and analyzing incoming memos, submissions, and distributing them as needed.
  - Performing office duties that include managing a records database.
  - Provide general administrative support.
- Creative Director:
  - Manage the creative process from concept to completion
  - Translate marketing objectives into clear creative strategies
  - Work closely with multidisciplinary project teams, particularly IT
  - Lead and direct the creative team in the production of all marketing collateral
  - Ensure visual communication and brand standards are met

## FREELANCE

### Freelance Photography - *Facebook / Instagram*

March 2016 - Present

- Work with clients to create concepts and marketing deliverables