

Mohammed Jarif Rahman

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PROFESSIONAL EXPERIENCE

American Museum of Natural History

May 2018- Sep 2018

Sales associate and guide

- During my time at AMNH, my daily tasks included cash register duty, restocking inventory, ordering missing inventory, answering customers queries and greeting customers. The role commenced with a 2 day training program that involved communication exercises in order to improve speaking skills. My responsibilities included learning about exhibits on the east end of the museum and relaying the information to customers or tourists. Most of my time at AMNH was spent interacting with tourists or customers and tracking the stocking of products using inventory management software and UPC codes.

Staples Inc.

July 2017 – Feb 2018

Technology associate

Natick, MA

Location: United States

- At staples I worked as a technology sales associate which meant that my object was to sell all of staples technology product. I went through a rigorous 50 course training course that took me a total of 60 hours. At staples my roles included working at the cash register, selling and answering queries about laptops, printers and ink. I was taught a lot about tech products (RAM, cache space, USB types), customer service, answering customer calls, screen replacement and virus removal. Through the training course, I was able to learn about the software and hardware of android and apple devices (i.e bit rates, and RAM space), software replacements and hardware and laptop hardware (CPU functions and RAM functions).

Salvation Army

Jul 2016 – Dec 2016

Administrative Assistant

Greater New York City Area, NY

- I worked at the Salvation Army at flushing, New York. It was temporary job for the Christmas season. I worked full time through the holiday season. I developed my social skills and marketing skills, as my worked involved persuading people for donations. My roles included collecting donations from salvation army clients or New York residents, conveying information about the projects of salvation army, and conveying the benefits of contributing to salvation army.

IDLC finance

Jan 2016 – April 2016

Internship

Dhaka, Bangladesh

- My role at IDLC included reorganizing the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team. My responsibilities also included revising and implementing a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process. The majority of role involved performing market research on 12 public companies, analyzing all financial statements developing company overviews and tactical reports using thorough research and data provided by researchers.

EDUCATION

Bentley University

September 2016 – May 2020 (Expected Grad. Date)

Bachelor of Computer Information System with a minor in Finance

Waltham, MA

International School Dhaka

Aug 2000- May 2015

IB diploma

Dhaka, Bangladesh

Leadership & Activities

Bentley University Finance Society

September 2016 – May 2018

Active Member

Waltham, MA

- Worked hands on with Finance Department professors and professionals on improving the program as well as partook in discussions about workplace ethics and accountability.

Bentley Jazz Club

September 2016 – May 2017

Resident guitar player

Waltham, MA

- Performed 12 shows with the resident musicians at local events in Boston.

Jaago Foundation

February 2015 - April 2017

Donations officer/ teacher

Dhaka, BD

- Jaago foundation runs many English schools for the uneducated children of Dhaka. At Jaago I would teach children alphabets, syllables and grammar. I would also have to talk to various donors for donations for the school

Weekend school

December 2014 – August 2015

Teacher

Dhaka, BD

- At the weekend school we would teach underprivileged children to play musical instruments. We provided them with various percussion instruments and we would teach them basic rhythm and provide them with recreation.

SKILLS

Multilingual: Conversant in English, Bangla, Hindi and French.**Computer:** Proficient in Excel, Quickbooks, Java, Python(cs230 course), JavaScript(cs180), Android Studio(cs320), UML(cs360), SQLite, HTML, Wireshark, networking (TCP/IP), HTML and SQL(cs130).**Business:** Communications course on speeches.**Skills:** Strong communication skills, good presentation skills, strong work ethic and punctual.