# Mohammed Jarif Rahman

(646) 675-5860 • rahman_jari@bentley.edu • 549 new Brunswick Road, Somerset, NJ, 08873 • http://64.227.5.102/ (professional website containing personal source code for java, python, orcacle sql, django, html and css. Website domain is for New Jersey and New York areas) • github: https://github.com/jarifrahman

## PROFESSIONAL EXPERIENCE

**American Museum of Natural History**                                                                    May 2018- Mar 2019
*Associate and Guide*
200 Central Park West, New York, NY 10024
Location: United States

- Used excel to process and record data about gift shop sales and general sales.
- Imported csv files into microsoft sql server and created sql queries and views for specific data the AMNH sales team required. The CSV files included tables with more than 20,000 rows.
- Analyzed data about gift shop sales, top products, stores with high revenue, and peak sales times
- Gave tours to special guests of the AMNH. The tours specifically involved showcasing the gift shops at AMNH.
- Tracked and maintained products at the AMNH gift shops using inventory management softwares and upc codes.
- Monitored financial transactions at AMNH through database softwares.
- Synthesized sales information for daily internal briefs.

**Staples Inc.**                                                                                                          July 2017 – Feb 2018
*Technology associate*
Natick, MA
Location: United States

- Completed a 50 course training course that had a duration of 60 hours. The course involved learing about RAM, cache space, USB types, software adaptability, processors, Wireless LAN components. The course contained training on mainitaining and repairing computer (for example CPU,RAM,motherboard and monitor) and mobile hardware (for example phone screens and processors).
- Completed a special training course on transmission control protocol, Internet protocol and troubleshooting wifi networks.
- Participated in a training session on customer interaction and sales.
- Conducted many phone screen replacements, computer processor replacements and motherboard repairs.
- Troubleshooted issues involving software installation, operating systems, wireless LAN, wifi and routers.
- Installed anti-virus softwares and tested the softwares.

**Salvation Army**                                                                                                      Jan  2017 – July 2017
*Shelter Billing Administrator*
Flushing, NY

- Developed and maintained databases of client data (client basic information and client transactions) using excel.
- Created reports on monthly financial transactions and presented all data weekly using zoho analytics.
- Developed forms and templates for receipts used for recording financial transactions
- Conducted research on areas with frequent donors using government data acquired by the salvation army.
- Lead training sessions for 3 member teams. The training involved teaching administrators how to develop receipts, organize physical receipts and process data.
- Frequently communicated with clients and donors regarding financial transactions and billing.
- Tracked client information including information regarding night stay of clients.
- Maintained and submitted payroll for all shelter employees.
- Processed, Reviewed and submitted client vouchers for payment to Shelter Director.

**IDLC finance**                                                                                      Jan 2016 – April 2016
*Internship*
Dhaka, Bangladesh
- Reorganizing the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team.
- Revising and implementing a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process.
- Performed market research on 12 public companies, analyzing all financial statements, developing company overviews and tactical reports using thorough research and data provided by researchers.
- Created social media posts.
- Synthesized relevant finance related news for senior stock brokers.

**EDUCATION**

**Bentley University**                                             September 2017 – May 2021 (Expected Grad. Date)
*Bachelor of Computer Information System with a minor in Management*                              Waltham, MA
**GPA: 3.32**
**International School Dhaka**                                                                          Aug 2002- May 2017
*IB diploma*
*GPA: 3.85*                                                                                         Dhaka, Bangladesh
**Leadership & Activities**

**Bentley University Finance Society**                                                    September 2017 – May 2019
*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 2017 – May 2019
*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 2015 – August 2016
*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.

**Hack Haverhill 24-hour hackathon competition**                                                       January 2019
*Participant*                                                                                         Haverhill, MA
- At the hackathon, my team was given the challenge to use technology to connect social agencies, schools and other organizations to better serves Haverhill's students and their families. At the end of the hackathon, my team created an app that offers access points for school officials, parents and non-profit agencies. The app was made using java, css and oracle sql.

**SKILLS**

**Multilingual:** Conversant in English, Bangla, Hindi and French.
**Computer:** Proficient in Excel, Quickbooks, Java, Python, JavaScript, Android Studio, UML, SQlite, HTML, Wireshark, Network (TCP/IP),HTML5, Django, CSS, Oracle SQL, C#, SQLServer, Visual Studio , Postgresql,  and SQL.
**Business:** Communications course on speeches (COM201).
**Skills:** Strong communication skills, good presentation skills, strong work ethic and punctual.