

Curriculum Vitae

Mahfuz Uddin Ahmed

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Career Objective

Enthusiastic and organized 3rd-year CSE student with excellent communication skills and a proactive attitude, seeking a Front Desk Executive (Intern) position at Urban27. Eager to contribute to a dynamic coworking environment while gaining hands-on experience in customer service and operations.

Education

Bachelor of Science in Computer Science and Engineering

East West University, Dhaka

Expected Graduation: January, 2027

CGPA: 3.48

Skills

- Proficient in MS Office (Word, Excel, PowerPoint)
- Fluent in English and Bengali (spoken and written)
- Comfortable with email, online tools, and basic tech platforms
- Strong interpersonal and organizational skills

Experience

Club Member – Telecommunication club, Robotics Club, Programming Club

East West University | June 2023 - Present

- Assisted in organizing events, managing participants, and coordinating communications.
- Handled registration desks and front-line queries during tech fests and seminars.

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Projects & Volunteering

- Volunteer, TechFest Registration Desk - Managed check-in and crowd control
- Helped organize orientation sessions for new students
- Assisted faculty with documentation tasks

Achievements

- Certificate of Appreciation for event coordination at EWU CSE Fest
- Top 10 in University/Inter-College Event

Reference

Riasad Mahmud Bhaiya