

Mohammad Hasnain RABBANI

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Education

Bachelor of Information Technology
La Trobe University

Feb 2017 - Oct 2019

Diploma of Information Technology
La Trobe College

Feb 2016 - Dec 2016

Experience

Night Auditor: InterContinental Sydney Double Bay

Jun 2021 - Present

- Ensured all Credit Card Terminals have balanced to the Property Management System.
- Completed and distributed appropriate reports to the relevant departments as per Night Audit checklist.
- Identified and corrected any discrepancies in charges posted to guest folios.
- Completed cash balancing and banking documents daily.

Business Analyst and Internship Coordinator: Linda & Co

Mar 2021 - Present

- Created and developed functional requirements of systems to improve quality, performances, external interfaces, and constraints.
- Created and designed specifications as requested by sales and account management unit.
- Trained interns in job duties, company policies and arranged appropriate training for employees.
- Evaluated the work of employees and interns to ensure that programs are of appropriate quality and resources are used effectively.

Orientation Buddy: La Trobe University

Oct 2018 - Feb 2020

- Assisted in the preparation of Orientation activities and materials.
- Assisted with the class registration process using Students Administration System.
- Acquainted students with campus services, activities, facilities, campus rules and regulations.
- Facilitated conversation on transition issues.

Academic Projects

Industrial Project: Macquarie Bank

Mar 2018 - Oct 2018

- Transformed business requirements into text analysis system.
- Worked in a group of 5 to develop an application which will connect and fetch data from multiple dynamic databases without redundancy.
- Designed and implemented SQL database as data storage.
- Used HTML, CSS and Bootstrap for front end user interface and JavaScript, PHP, jQuery for back end.
- Produced high quality technical documentation and final project reports on Confluence for lecturer and client.

Technical Skills

Programming skills:

- Acquired proficiency in Java, python and C from several university subjects.
- Able to use SQL, MySQL for database design.
- Learnt to use HTML, XML, CSS, Bootstrap, JavaScript for web development.

Operating system:

- Windows, Linux, Mac OS X, Android.

Microsoft and Google skills:

- Effectively used MS Word, MS Excel, MS PowerPoint, and MS Access during several university assignments.
- Successfully completed Google Analytics and Google Ads.

Transferrable Skills

- **Teamwork:** Ability to work effectively with people from different disciplines; demonstrated while a Student Helper at La Trobe by motivating colleagues and integrating ideas to execute quality events with high participation rates. Achieved the annual sales goal in 7-Eleven by excellent co-ordination with fellow team members.
- **Communication:** Strong listening and interpersonal skills, able to navigate in high intensity situations; demonstrated while serving customers as a Customer Service Representative. Able to efficiently write professional reports; demonstrated during undergraduate subjects and projects.
- **Planning and Organization:** Proven reliability in meeting deadlines, commitments and prioritizing tasks. Successfully balanced academic tasks and professional responsibilities working in 7-Eleven, La Trobe and industrial project.
- **Research:** Able to do extensive research for accomplishing any assigned task; established while completing projects and thesis reports for undergraduate subjects.
- **Troubleshooting:** Gained troubleshooting skills while doing industrial project with Macquarie Bank.

Voluntary Work

- **Prottoy:** Co-founder and treasurer of Prottoy, a non-profitable charity organization serving the unprivileged people in Bangladesh. Successfully arranged winter campaigns to help people throughout the winter by donating warm clothes, blankets and food for 3 years. Assisted more than 50 families to gain solvency by providing training and resources.
- **Student Representative Council:** Student Representative Council (SRC) acts as a voice for all students at La Trobe University. The SRC coordinates events, excursions and activities throughout the year to help students get the most out of their education experience.

Referees

- **Deepak Nair**
Student Services Manager, La Trobe University.
255 Elizabeth Street, Sydney NSW 2000
P: +61 (0)2 9397 7616
- **Dr. Luke Bozzetto**
Academic Coordinator (IT), La Trobe University.
255 Elizabeth Street, Sydney NSW 2000
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