Osman Ghani

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EDUCATION

Hunter College, New York, NY
Bachelor of Science, Computer, Expected June 2019
Minor: Mathematical Science
Relevant Coursework
Analysis & Design in C++, Computer Architecture and Organization,
Database Management, Capstone

SKILLS   Programming: C++, Java, Oracle, SQL Plus, Angular
Operation   Windows, Linux, MAC
Software   Microsoft Word, Excel, PowerPoint
Language   Bengali, Hindi

SPECIAL PROJECT   **Web application, Capstone Project**
Created web application using Angular, CSS, Java Script/Type
Script, Firebase, Bootstrap

EXPERIENCE

01/2016-Present   **Receptionist, Indian Restaurant**, Brooklyn, NY
- Greet and connect clients with the appropriate party
- Answer the phone in a timely manner and direct calls to the correct offices.
- Create and manage both digital and hardcopy filing systems for all partners
- Make travel arrangements and schedule meetings based on all partners' itineraries. Deal with bookings by phone, e-mail, letter, fax
- Complete procedures when Guests arrive and leave, prepare bills and take payments
- Enter customer data and send correspondence, copy, file and maintain paper or electronic documents and records

01/2013-1/2016   **Cashier, Dunkin Donut**, Brooklyn, NY
- Listened to and proactively responded to customers' complaints and made suggestions to ensure customer loyalty and repeat business
- Packed prepared orders and ensured that all condiments were included
- Processed cash and credit card payments
- Maintained aesthetics of establishment by replacing inventories and food supplies and by preparing dining rooms and work stations

03/2013-11/2013   **Intern, MTA Human Resources**, New York, NY
- Responsible for data entry, computer filing, faxing
- Assisted coordinator with training, creating, updating, and formatting files
- Assisted training employees in technical and creative program

Reference Available Upon Request