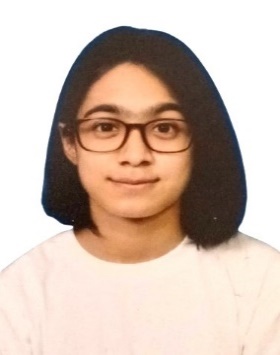
**CURRICULUM VITAE**

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**NEEHAL ALAM**

🖂 [neehal208@gmail.com](mailto:neehal208@gmail.com)

 [www.linkedin.com/in/neehal-alam-08n](http://www.linkedin.com/in/neehal-alam-08n)

 <https://github.com/neehal19-39435-1>

📞 +965 56694962

# PERSONAL ATTRIBUTES:

Highly organized, versatile, efficient team player who will work hard and excel in any environment. Dedicated and willing to take up any challenging roles. As a fresher with diverse capabilities, I am confident to use all my abilities, impart all my knowledge, and operate independently in IT industry.

# EDUCATIONAL QUALIFICATIONS:

**Bachelor of Science in Computer and Information Systems (CIS) *2019*** – ***2022***

*American International University of Bangladesh (AIUB)*

**CGPA: 3.53 on a scale of 4**

**Higher School Certificate (HSC) *2018***

*Integrated Indian School, Kuwait*

**CGPA: 7.0**

**Secondary School Certificate (SSC) *2016***

*Integrated Indian School, Kuwait*

**CGPA: 7.2**

# WORK EXPERIENCE:

**Office Administrator** ***July 2023 – Present***

Go Digital International, Kuwait

I am titled as an office admin enabling our team to deliver exceptional marketing solutions to our clients.

* Managing financial transactions and records using Xero accounting software and processing invoices and payments.
* Coordinating and scheduling appointments and meetings for the management team.
* Assisting in the recruitment process, including screening resumes, scheduling interviews, and onboarding new employees.
* Coordinating communication between candidates and hiring managers.
* Assisting the sales team with administrative tasks and customer follow-ups.
* Processing sales transactions and maintaining accurate sales records.
* Collaborating with the technical team to provide administrative support.
* Assisting in the preparation and documentation of technical reports and manuals.

**Service Engineer (Internship)** ***Sept 2022 – Dec 2022***

Grameen Cybernet Ltd.

I was titled as a service engineer (Intern) in networking and operations (NOC) department.

* Troubleshooting networks and e-mail client software.
* Responding to client’s generic IT inquiries while ensuring the enhancement of service.
* Working with Linux distributions.
* Recording all information from clients and taking inputs in CRM.
* Updating user manuals.

# PERSONAL QUALIFICATIONS & SKILLS:

Confident | Critical thinking | Punctual | Teamwork | Communication | Ability to lead a team | Quick learner | Proficient in GitHub | Proficient in writing articles and essays | Hardworking

# TECHNICAL SKILLS:

* **Programming Languages**: C, C++, C#, Java
* **Database:** MySQL, Microsoft SQL Server, Oracle 10g
* **Application tools:** Microsoft Office 2016, SQL Server Management Studio, Weka, Sublime Text 3, Cisco Packet Tracer (version 8.1.1)
* **Operating Systems:** Windows 8/10/11, Linux
* **Version Control:** Github

# PROJECTS:

* Developed a basic Java project [Travel Agency](https://github.com/neehal19-39435-1/Travel-Agency.git) during summer 2020.
* Created a basic C# GUI project [Travel Agency](https://github.com/neehal19-39435-1/Travel-Agency-GUI-project.git) during Spring 2021.
* Designed a website [Six seasons Travel agency](https://github.com/neehal19-39435-1/six-seasons-travel-agency-.git)using HTML, CSS, JS, PHP & Database during summer 2021.
* Designed an advanced DBMS, [Art Gallery](https://github.com/neehal19-39435-1/Art-Gallery.git) using oracle database handling using PHP during spring 2022
* Worked on a software project [Agriventure Scout](https://github.com/neehal19-39435-1/Agriventure.git) using PHP & Laravel framework. (2021- Summer 2022).
* Completed [Software Quality and Testing project](https://github.com/neehal19-39435-1/SQT.git) based on a test case and test plan during spring 2022.
* Researched and wrote an article on [Algorithms and its uses in blockchain](https://www.linkedin.com/in/neehal-alam-08n/overlay/1635490326174/single-media-viewer/?type=DOCUMENT&profileId=ACoAADUXIgIBxJFQrQpKEIyeUUS5Z08xcy86MBw).

# ACHIEVEMENTS:

* Certificate from CISCO Networking Academy for completing [CyberOps Associate](https://drive.google.com/file/d/1t9ji0b1Wp_OKwjOWJ7GNNhT1DB_iDxLL/view).
* Certificate from CISCO Networking Academy for completing [NDG Linux essentials](https://drive.google.com/file/d/1h1pDA6dhmIS14axpCsuBnmapO9cfsCJ8/view).

# PERSONAL DETAILS:

Father’s Name: Mohammed Rabiul Alam

Mother’s Name: Neelufar Rumana Chowdhury

Date of Birth: 08/10/2000

Religion: Islam

Languages known: English, Bangla, Arabic, French.

# HOBBIES AND INTERESTS:

Writing articles & essays | Researching on trendy events and hi-tech | Binge-watching shows |Networking

Exploring the evolution of technologies | Landscape Photography | Cryptocurrency | Data analysis

# DECLARATION:

I hereby declare that the details mentioned above are correct to the best of my knowledge and belief.

SIGNATURE: Neehal Alam