RUHANA ATIQ ARINI
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PROFESSIONAL EXPERIENCE

Project Manager
Invicta Technical College, Australia   *Jan 2022 – Apr 2024*

- Wrote educational articles and course-related content.
- Prepare questions & marking guide for teachers
- Created course materials according to academic guidelines.

Vice President & Treasurer
IT Club, Canadian University of Bangladesh   *Jan 2022 – Present*

- Designing event banners, social media posts
- Planned and organized club activities, events, and programs.
- Maintain Documents, Mentor and support other club members.

Event Coordinator (Volunteer)
Nerd Community   *2021 – 2022*

- Coordinated event planning and execution.
- Perform tasks such as filing, data entry, and maintaining documents

Social Media Content Writer & Moderator
HD Sports Network   *Jun 2018 – Dec 2018*
- Write articles on diverse topics for sports fans.
- Publish content on social media Facebook, Instagram, Twitter, etc.
- Replying to clients in both English & Bengali.
- Proofread and edit articles of other contributors

EDUCATION

Bachelor's Degree in **Computer Science Engineering** at **Canadian University of Bangladesh**. 2021-2025

General Educational Development
PIE International Education
Score: 603

Edexcel GCE Ordinary Levels
ACADEMIA
Subjects: Mathematics, Computer Studies, Physics, Chemistry, English, Economics, Bengali

TECHNICAL SKILLS

- **Design & Creative Tools:** Adobe Photoshop, Adobe Illustrator, Figma
- **Web Development**: HTML, CSS, JavaScript, React, JSON, Node.js, Bootstrap
- **Office & Productivity:** Microsoft Office Suite (Word, Excel, PowerPoint)

LANGUAGE PROFICIENCY

English - Fluent, **German**- Intermediate, **Bengali** – native, **French –** Beginner.

CERTIFICATES

- Web Design Course – **Creative IT Institute**
- Basics of Graphic Art & Illustration Workshop – **EMK Center**
- Participant – **Intra-Academia Debate Championship**
- International Assessments for Schools (English, Math, Science) – 2010

INTERESTS & EXTRACURRICULAR ACTIVITIES
- Creative Design: Banners, logos, social media posts
- Web & UX Design
- Social Media Marketing
- Event Management & Leadership
- Volunteering & Community Engagement
- Swimming, Debate, Photography