

Safkat Jaman

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PERSONAL PROFILE

I am a computer science student with a strong interest in project management and data analytics. I am constantly motivated to learn new things and enjoy utilizing what I've learned to tackle complicated challenges with expertise and efficiency. As an experienced team member, I regularly provide exceptional results by working collaboratively with others to accomplish and exceed common objectives.

I have a good background in project management and workflow optimization, therefore I am able to handle various tasks and projects while guaranteeing quality, punctuality, and cost-effectiveness. I am skilled in utilizing cutting-edge technology and techniques to produce measurable outcomes and create corporate success.

In addition, I am dedicated to perfection and pay close attention to detail. I take control of my obligations and regularly provide high-quality work. Because of my ability to keep organized and prioritize activities, I have routinely met deadlines and exceeded expectations.

Above all, I am a driven and dedicated professional with a can-do attitude and a dedication to attaining excellence in all I do. I am constantly aiming to enhance my skills and knowledge, whether working solo or as part of a team, and I am eager to take on new challenges and chances.

WORK EXPERIENCE

Intern, Project Management

January, 2023 - April, 2023

Product and Technology Division, bKash Limited

- Assisting in the creation and maintenance of project schedules and timelines.
- Collaborating with project managers to identify and resolve project issues.
- Participating in meetings with project stakeholders and team members.
- Assisting in the preparation of project reports and presentations.
- Monitoring project progress and identifying potential risks and roadblocks.
- Providing administrative support to the project team, such as scheduling meetings and managing project documentation.
- Helping to ensure that project deliverables are completed on time.
- Participating in project post-mortems and assisting with the documentation of lessons learned.

WORK EXPERIENCE

Course Instructor, Data Analysis with Python

January, 2023 - Present

London Academy of IT

- Designing and delivering high-quality training materials on data analysis using Python programming language.
- Creating and maintaining instructional materials, such as course syllabus, lesson plans, and presentations.
- Developing assignments, quizzes, and exams to assess students' learning progress and provide constructive feedback.
- Assisting students in developing their analytical and programming skills by providing individual feedback, mentoring, and tutoring.
- Keeping myself up to date with the latest industry trends and advancements in data analysis techniques, tools, and technologies.
- Continuously evaluating and improving the course content and instructional methods to meet the needs of diverse learners.

Team Leader, Outgoing Global Talent

August, 2022 - January, 2023

AIESEC in Bangladesh, Dhaka South

- Mentored and guided employees ensuring all were trained in product knowledge and capable of performing assigned duties.
- Provided exceptional customer services with greeting and acknowledging all customers in a friendly, professional manner.
- Demonstrated knowledge of company's mission, purpose, goals, and the ability to help employees successfully achieve them.

Organizing Committee Vice President, Logistics

October, 2022 - November, 2022

Leadership Development Summit 2022, AIESEC in Bangladesh

- Managed all logistics, transportation, food, souvenirs, venue and event management needs
- Planned Delegate Engagement coordinating with Delegate experience Vice President
- Coordination with stakeholders and logistic suppliers also managed communication with venue
- Performed additional duties related to the Project set out by the Organizing Committee President and Member Committee

Team Member, Outgoing Global Volunteer

February, 2022 - August, 2022

AIESEC in Bangladesh, Dhaka South

- Contributed to team success by completing jobs quickly and accurately.
- Developed strong cooperative relationships with coworkers and managers.
- Pursued learning opportunities to advance knowledge and take on leadership position.

Front-End Developer

June, 2021 - January, 2022

Fiverr

- Writing clean, maintainable, and efficient code for web applications
- Designing user-facing features, including page layouts, site navigation, and graphics.
- Testing and debugging code to ensure cross-browser and cross-platform compatibility.

EDUCATION

BSc in Computer Science and Engineering
American International University-Bangladesh
Current CGPA: 3.15 (Up to 11 semester)

2019 - 2023

- Major Courses (Information Systems):
 - Data Warehouse and Data Mining
 - Introduction to Data Science
 - Management Information Systems
- Minor Courses:
 - Machine Learning
 - Programming in Python

Higher Secondary School Certificate
Bir Srestha Munshi Abdur Rouf Public College
GPA: 4.00

2016 - 2018

Secondary School Certificate
A.K. Higher Secondary School
GPA: 5.00

2011 - 2016

PROFESSIONAL SKILL

- Decision Making
- Problem Solving
- Analytical Skills
- Leadership
- Communication
- Task Management
- Team Work
- Project Management
- Time Management

TECHNICAL SKILLS

- Programming languages:
 - Python
 - JavaScript
 - SQL
- Front-End Development:
 - Coding
 - Debugging
 - Designing
- Design:
 - Canva
 - HTML
 - Responsive Design
 - CSS
- Data Analysis
- Operating Systems
 - Windows
 - Linux
- Microsoft Office
 - Excel
 - Word
 - PowerPoint

SOCIAL LINKS



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