Date: February 01, 2025

To,
The Hiring Manager
Innospace Infotech Ltd.
Gulshan-2, Dhaka, Bangladesh

Subject: Application for the Position of Data Curation & Analysis Intern.

Dear Sir/Madam,

I am writing to express my interest in the Data Curation & Analysis Intern position at Innospace Infotech Ltd., as advertised. I have recently completed my B.Sc. in Information and Communication Engineering from Daffodil International University, and I am eager to apply my academic knowledge, strong analytical skills, and passion for data analysis to contribute to your team.

Throughout my academic journey, I have gained a solid understanding of data processing, programming, and analytics, which I am excited to put into practice in a professional setting. Some of my relevant experiences include:

- **Data Analysis**: I have worked with various datasets in coursework, applying techniques for data cleaning, validation, and visualization to extract meaningful insights.
- **Programming Skills**: I am proficient in programming languages such as Python and C++, and have practical experience using libraries like NumPy and Pandas for data analysis.
- **Team Collaboration**: As the General Secretary of the Information and Communication Engineering Club, I successfully led and organized multiple technical workshops and events, strengthening my ability to work collaboratively and manage tasks effectively.

I am particularly interested in this internship at Innospace Infotech Ltd. because of the opportunity to gain hands-on experience in curating, validating, and analyzing data, while contributing to meaningful projects in a dynamic environment. I am confident that my keen attention to detail, eagerness to learn, and strong problem-solving abilities would allow me to make a positive impact as part of your team.

Thank you for considering my application. I would welcome the chance to further discuss how my skills align with the needs of your team.

Sincerely,
Tawsif Ahmed
Contact: +8801796408667
Email: tawsif5001@gamil.com

Tawsif Ahmed

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SKILLS

- **Data Analysis & Processing**: Basic understanding of data processing, error detection, data cleaning, and rectification to ensure accuracy in datasets.
- **Microsoft Excel & Google Sheets:** Familiar with spreadsheet management for data organization.
- **Programming Languages:** Python, C, C++ with OOP concepts.
- **Basic Computer Skills**: Comfortable using computer systems and software for data management.
- **Communication Skills**: Clear and effective in conveying ideas and collaborating with teams.
- **Self-Motivation & Adaptability:** Quickly adjusts to new challenges and environments.
- **Attention to Detail**: Strong focus on ensuring accuracy in all tasks.
- **Time Management**: Capable of prioritizing tasks and meeting deadlines efficiently.
- **Problem-Solving**: Able to identify issues and find effective solutions.
- **Team Collaboration:** Works effectively with team members to achieve goals.
- **Organizational Skills**: Keeps tasks and documentation well-organized for efficiency.

EXTRA CURRICULAR ACTIVITIES

- **General Secretary (GS), Information and Communication Engineering Club, DIU**
  January, 2024
  Developed strong leadership, communication and administrative skills by managing club operations, organizing events, and coordinating with university authorities.

LANGUAGE PROFICIENCY

- **Bengali**
- **English**

ACHIVEMENTS / AWARDS

- ❖ **Best Executive member Award**
  DIU Belt and Road Research Center.
  January, 2023

REFERENCE

Name: Dr. A. K. M. Fazlul Haque
Designation: Professor,
Department: Information and Communication Engineering,
Organization: Daffodil International University.
Email: akmfhaque@daffodilvarsity.edu.bd
Phone: +8801713493021

CAREER OBJECTIVE

As a recent graduate with a B.Sc. in Information and Communication Engineering, I am eager to leverage my analytical skills, attention to detail, and passion for data-driven solutions to contribute to impactful data curation and analysis projects. I aim to enhance the quality and accuracy of datasets while gaining hands-on experience in a dynamic environment to further my professional growth in the field of data science and technology.

EDUCATIONAL BACKGROUND

- **B.Sc in Information and Communication Engineering**
  Daffodil International University, Dhaka
  Result: 3.73(CGPA)
  December, 2024

- **Higher Secondary Certificate (H.S.C)**
  South Asian College Chattogram, Chattogram
  Result: 4.33(GPA)
  2019 - 2020

- **Secondary School Certificate (S.S.C)**
  Feni Model High School, Feni
  Result: 4.41(GPA)
  2017 - 2018

PROFESSIONAL ENGAGEMENT

- **Undergraduate Research Program (URP)**
  Organization: DIU Belt and Road Research Center,
  September 28, 2022
  Involved in research projects that required thorough data collection, analysis, and validation, contributing to high-quality deliverables.

THESIS/PROJECTS

- **Brain Tumor Detection Application using CNN.**
  Domain: Data Analysis, Medical Imaging and Deep Learning.
  Focused on analyzing medical imaging datasets to build an AI application for detecting brain tumors using Convolutional Neural Networks (CNN).

- **Self -Driving Car with Lane Detection.**
  Domain: Computer Vision and Embedded System.
  Developed a system for lane detection in autonomous vehicles, requiring effective data handling and analysis for real-time image processing.