Safkat Jaman

Kajla, Jatrabari, Dhaka-1236

+880 192 781 6773

safkat.jaman@outlook.com

www.safkatjaman.live

PERSONAL STATEMENT

I am a computer science graduate with a strong interest in data analysis and project management. I am constantly motivated to learn new things and enjoy utilizing what I've learned to tackle complicated challenges with efficiency.

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.

EDUCATION QUALIFICATION

BSc in Computer Science and Engineering   2019 - 2023

American International University-Bangladesh

CGPA: 3.18

- Major Courses (Information Systems):
  - Introduction to Data Science
  - E-Commerce, E-Governance & E-Series
  - Management Information Systems
- Minor Courses:
  - Machine Learning
  - Programming in Python

Higher Secondary School Certificate   2016 - 2018

BirShreshtha Munshi Abdur Rouf Public College

GPA: 4.00

Secondary School Certificate   2011 - 2016

A.K. Higher Secondary School

GPA: 5.00

WORK EXPERIENCE

Intern, Project Management

January, 2023 - August, 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.

Course Instructor, Data Analysis with Python

January, 2023 - April, 2023

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.

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.

VOLUNTEER EXPERIENCE

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.

PROFESSIONAL SKILL

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

LANGUAGE PROFICIENCY

- Bengali
- English

PERSONAL INTERESTS

- Learning New Things
- Meeting New People

SOCIAL LINKS

@safkatjaman

@safkatjaman

01927816773

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