

Naahi Mumtaj Rihan

Student

 Dhaka, Bangladesh, 10, 4211

 01628914604

 mumtajnaahi@gmail.com

Hardworking with strong background assisting organization with daily tasks. Dedicated and adaptable when tackling various duties and offering help to staff. Upbeat and enthusiastic when accepting instructions with accurate follow through.



Education

Bachelor of Science: Electrical & Electronics Engineering

BRAC University - Dhaka, Bangladesh



Work History

Intern Engineer

GAO Tek, USA

- Maintained positive work atmosphere by building relationships with co-workers, customers, clients and management.
- Collaborated with on-site directors, operations managers and supervisors on engineering projects.
- Tested prototypes and standard products and wrote reports to document results.

Graphic Designer

Bangladesh Astronomy Research Collaboration, Dhaka, Bangladesh

- Completed final touches for projects such as images sizes and font selection.
- Applied knowledge of production to create high-quality images.
- Demonstrated ability to take on various roles including graphics assistant and graphics specialist to provide range across projects.

Campus Ambassador

Amar I School, Dhaka, Bangladesh

- Organized private and public events on campus for college community.
- Capitalized on networking opportunities to engage fellow students to volunteer for campus initiative events.

Marketing Executive

Bridal Harmony, Dhaka, Bangladesh

- Developed new branding strategies and marketing collateral to foster business development and achieve revenue targets.
- Consulted with product development teams to enhance products based on customer data.

Graphic Designer

Lal Sabuj Society, Dhaka, Bangladesh

- Worked with clients to gather and define requirements, establish scopes and managing project milestones.
- Volunteered with groups and organizations to help make measurable differences for program recipients.

Mechanical

BRACU Mongol Tori, Dhaka, Bangladesh

- Supported engineering design development through analysis and simulation of prototypes and 3D computer models.
- Conferred with facility engineers to implement operating procedures, resolve system problems and provide technical information.

Owner & Founder

Eurocell Collection, Dhaka, Bangladesh

- Produced contracts, reports, letters, and proposals for clients.
- Organized promotional events and interacted with community to increase sales volume.
- Developed and implemented comprehensive salesperson training program.

Executive

BRAC University Computer Club, Dhaka, Bangladesh

- Managed and organized internal communication to hold staff accountable to priorities.

Junior Executive

BRAC University Electrical & Electronics Club, Dhaka, Bangladesh

- Drove team success through shared vision and recognition of quality performance.

Apprentice

Robotics Club of BRAC University, Dhaka, Bangladesh

- Evaluated existing plans, processes and events planning services to identify opportunities for improvement.



Skills

Python



Unity



Karatoka



Graphics



C



Voluntary



Languages

Bangla, English, French



Interest

Game, web, android development, Coding, Robotics Hobbyist, Astronomy, Data Science, Data Mining, NLP, Machine Learning, AI, AR, VR



Hobbies

Reading books, travel, MMA, Kungfu