

# Arfa Abdur Rahim

## Contact

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## Skills

### Tech/Hard Skills:

- Microsoft Office 365
- Google Workspace.
- UI/UX (User Research, Figma, Balsamiq, User Persona, User Testing).
- Project Management (Agile Development).
- Development (HTML, CSS, JavaScript, Python (basics)).
- Git and GitHub.
- Data Visualization (Tableau)
- Databases (MS Access)
- Networking (Cisco Packet Tracer)
- Game Development (GameMaker)
- Android Studio (Mobile Dev)
- Social Media Management

### Soft Skills:

- Time Management.
- Working under pressure.
- Leadership.
- Communication.
- Punctuality.
- Problem Solving and Analytical Thinking.
- Creative and Innovative
- Multi-tasking

## Languages

- English
- Bengali
- Hindi
- Urdu

## Summary

Recent graduate in BSc (Hons) in Computing from CUC, actively seeking job opportunity. I thrive in collaborative environments, possessing fast-learning abilities and acute observation skills cultivated through my experience. Comfortable working independently, I am eager to apply my knowledge in a professional setting. Seeking an organization that fosters professional development and offers opportunities to adapt and learn new technologies. Ready to contribute, grow and gain valuable experience.

## Experience

### Sales Intern 17 March 2023 – 19 March 2023

#### UKCBC | Internship

- Effectively promoted the university's offerings and addressed inquiries.
- Played a pivotal role in fostering positive interactions, ultimately contributing to increased interest and enrollment prospects.

### Data Entry Intern March 2023 – April 2023

#### UKCBC | Internship

- Executed data entry tasks efficiently and without errors, maintaining high standards of quality and reliability in all entries.
- Played a key role in streamlining data management processes, contributing to improved organizational efficiency for UKCBC.

### Marketing Intern April 2023 – June 2023

#### UKCBC | Internship

- Conducted cold-calling campaigns, created personalized email, utilized WhatsApp messaging and SMS updates campaigns to parents, to effectively communicate UKCBC's unique features and benefits.

## Education

### Capital University College (Wrexham University) 2024 – 2025

BSc (Hons) in Computing

**Grade:** First Class Honors

### UK College of Business and Computing 2022 - 2024

BTEC HND Diploma in Computing

**Grade:** Straight Distinction (4.0 GPA)

### Gulf Model School, Dubai 2008 - 2021

High School Diploma

**Grade:** 82.2%

## Certifications and Achievements

- Class Valedictorian of 2024 HND in Computing, UKCBC, UAE, 2025
- Certificate of Appreciation, Memoriad World Mental Sports Olympics, UKCBC, UAE, 2024
- Certificate of Appreciation, POST COP28: Management and Sustainability Hackathon, SPJ Global, UAE, 2024
- Ideate Brand Design (Participation), SPJ Global, UAE, 2024
- Best Computer Researcher Academic Award, UKCBC, UAE, 2023
- Leadership Award (Student Council President), UKCBC, UAE, 2023
- The Fundamental of Digital Marketing, Google, UAE, 2022