



JUBAYER AHMED

Study Coordinator | Invigilator | Front-End

CONTACT

- +880-1747-319-299
- ahjubayer@gmail.com
- github.com/jubayerahmedd
- linkedin.com/in/jubayerahmedd
- Jalalabad Cantonment, Bateshwar, 3104, Sylhet

EDUCATION

Metropolitan University

BSc in Computer Science And Engineering
2020 – 2024

Shah Jalal Jamia Islamia School And College

Studied in Science
HSC- 2018 – 2019

Shah Jalal Jamia Islamia Kamil Madrasah

Studied in Science
DAKHIL - 2016 – 2017

SKILLS

- MS Office
- Counselling
- Team Handling
- Time Oriented
- Active listening
- Expert in Canva
- Bootstrap
- React
- GitHub
- Tailwind
- Communicative in English
- Native in Bangla

SUMMARY

Working in a first-world country's college like the UK Graduate was remarkable. Handling clients and assisting in taking important exams are enjoyable to me. I have experience as an Invigilator for the renowned British Council. Where I learn to keep the information confidential, take responsibility and do multiple tasks simultaneously. Besides, I'm a Front-End Developer with three years of experience, passionate about building awesome websites. Whether it's using Bootstrap for quick prototypes or Tailwind CSS for that extra touch of style, I'm all in. I thrive in collaborative environments and can't wait to bring my creativity to your next project!

PROFESSIONAL EXPERIENCE

Study Coordinator

UK Graduate

- Manage clients and counsel about the appropriate data needed.
- Assisting in taking the SELT exam.
- Assisting in taking Pearson Exams.
- Punctuality about time and work.

Invigilator

British Council | Freelance

- Handle students and manage papers for the corresponding day of the exam.
- Ensuring exam security.
- Assisting candidates.
- Maintaining a conducive exam environment.

Web Developer

Sylhet IT Academy

- Collect & Manage data for the given project.
- HTML5, CSS3, Javascript.
- Work with Google Firebase.
- Work independently and as part of a team.
- Prepare and distribute meeting agendas, minutes, and other relevant materials

JUBAYER AHMED

SOFT SKILLS

- **Vice President** of MU Sports Club, Metropolitan University (2023-2024).
- **Senior Executive Member** at CSE Society, Metropolitan University (2022-2023).
- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills.

PROFESSIONAL DEVELOPMENT

Course: Complete Web Development Course (on process)

Platform: Programming Hero
Author: Jhankar Mahbub

Course: Get Started with Figma

Platform: Coursera
Author: Deprecated Guided Projects

Course: A Mini Course on Time Management

Platform: Udemy
Author: Brandon Hakim
Founder of InsiderSchool

ACHIEVEMENTS & CERTIFICATIONS

Workshops in Artificial Intelligence

Institution: Metropolitan University

Year: July 2023

Workshops in Networking and LinkedIn

Institution: Metropolitan University

Year: December 2023

Course: Basic Data Entry

Institution: Delwar IT

Projects: Smart City

Year: May 2021 - July 2021

Course: Basic Web Design

Institution: Learning & Earning (Gov't Project)

Year: April 2020 - August 2020

Course: Web Design And Development

Institution: Sylhet IT Academy

Year: September 2019 - February 2020

Course: Chemistry Olympiad

Institution: Shahjalal University of Science And Technology

Year: October 2018

REFERENCES

Mahfujul Islam

Head, Department of CSE.
Metropolitan University.
Phone: +880-1949219556

Shaive Hossain

Web Developer
Staff Asia
Phone: +880-1628876723

Tarek Islam

Registrar
Metropolitan University.
Phone: +880-1712987333