

Amena Akter

Business Development Enthusiast

A recent Electrical and Electronic Engineering graduate with practical experience as a Business Development Coordinator, eager to leverage my expertise to excel in a dynamic business development role. My academic journey has been marked by active participation in various team-based projects, where I assumed leadership roles to accomplish specific tasks. Effectively coordinating and motivating team members to ensure smooth workflows and successful completion has enhanced not only my ability to work in a team but also sharpened my problem-solving and communication skills.



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EDUCATION

BSc. in Electrical and Electronic Engineering University of Rajshahi

01/2017 - 10/2022

CGPA: 3.22

WORK EXPERIENCE

Business Development Coordinator Tech Rajshahi

12/2020 - 04/2021

Bangabandhu Sheikh Mujib Hi-Tech
Park, Rajshahi

Responsibilities:

- Interact with customers in a professional manner.
- Respond to emails including inquiries and address concerns promptly.
- Maintain a meticulous record of daily tasks.
- Provide timely and accurate updates to senior management.
- Utilize Photoshop to create visually appealing templates.

ORGANIZATIONS

Light to Rights (10/2021 - 10/2022)

Project Coordinator: As the project coordinator, I led a team post-Bangladesh Youth Leadership Training to raise awareness about information and consumer rights. Our achievements included online and offline campaign along with resolving a local water issue through community engagement and collaboration with authorities, resulting in significant community benefits. Our SAP was recognized as the top project among 20 competing initiatives.

Student Community Policing Forum (SCPF), University of Rajshahi (04/2017 - 01/2023)

President: Took initiatives to strengthen the connection between students and the police force, with the goal of improving student safety and well-being through collaborative efforts with the university administration.

IEEE University of Rajshahi Student Branch (07/2017 - 03/2023)

Chairperson: Led and organized diverse technical and networking events including international conferences in collaboration with the faculty of Engineering.

Rajshahi University Science Club (RUSC) (03/2017 - 10/2022)

Vice President: Organized and managed diverse programs, including National Science Fiesta, Science Olympiad, Summer Science Camp, Biggan Adda, DNA day celebration, weekly Biggan Pathchakaro, and fresher reception events. Actively participated in organizing three book fair programs and two tree plantation initiatives, showcasing a well-rounded commitment to diverse projects alongside my primary involvement in science-related activities.

SKILLS

Project Management

Adobe Photoshop

Leadership

Event Management

Communication

Public Speaking

Python

Time Management

PROJECT

Development of a Micro Web Server-based Queue Management System (QMS) using Python (11/2021 - 10/2022)

- **Design and implementation of a QMS. Customers can register for services, a main server will be assigned to the available counters. A live tracking feature is included.**
- **Tech: Python, Flask**

NetraJal : A Gaze Controlled Bangla Keyboard for Physically Challenged People

- Netrajal is a versatile software designed for paralyzed individuals who can only move their eyeballs. Utilizing gaze detection through a laptop's built-in camera, it enables a range of operations such as internet surfing, research, business tasks, and emergency calls. Notably, Netrajal supports operations in Bengali, offering a unique solution for disabled individuals to accomplish computer-based activities.

Land Mine Detection Robot

PARTICIPATION & ACHIEVEMENTS

🏆 Honorable Mention, IEEE Young Professionals, Idea Contest to Mitigate Post-COVID Impact, IEEE Bangladesh Section (2020)

🏆 Recognition of Volunteer Service at Student Campaign Group, an initiative under Building Capacity to Prevent Violent Against Women Project, funded by the Embassy of Sweden in Bangladesh.

🏆 Acknowledgement of "Student Leadership Development Workshop (SLDW)" from the US Embassy, in March 2021.

🏆 Completed workshop on the Role of "Youth Peace Building" by Bangladesh Enterprise Institute (BEI), February 2019