RUBIAT TAHSIN

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PROFESSIONAL SUMMARY

Computer Science and Engineering student and Senior Executive, IT at BIOBUILD Development Ltd., with experience in ERP support coordination, business communication and student community engagement. Holds leadership roles in university clubs. Skilled in Microsoft Office, Adobe Photoshop and Adobe Illustrator, with strengths in communication, organization and problem-solving.

PROFESSIONAL EXPERIENCE

Senior Executive, IT | BIOBUILD Development Ltd.

- Prepare IT support communications, internal notices and documentation for system-related issues.
- Coordinate ERP support requests and document access issues, system errors and requested improvements.
- Communicate requirements for attendance, leave approvals, user permissions and employee workflows.

EDUCATION

BSc in Computer Science and Engineering
American International University-Bangladesh | 2023–2026

Higher Secondary Certificate
Milestone College, Uttara | 2022 | GPA 5.00 / 5.00

Secondary School Certificate
Milestone School & College | 2020 | GPA 4.79 / 5.00

LEADERSHIP AND COMMUNITY ENGAGEMENT

Assistant General Secretary | AIUB Computer Club
Convener | BASIS Students' Forum, AIUB Chapter

VOLUNTEER EXPERIENCE

Volunteer | NASA Space Apps Challenge
Volunteer | ICCA Conference 2026
Volunteer | AIUB Convocation 2026
Volunteer | ISPAB Project Showcase Expo 2026

SKILLS

Software: Microsoft Office, Adobe Photoshop, Adobe Illustrator
ERP support: Issue reporting, support coordination and workflow requirements documentation
Professional: Business communication, teamwork, organization and problem-solving

LANGUAGES

Bangla and English | Spoken and written communication