

TANVEER TOWHID RAFEE

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▼ Objective

A motivated, diligent and detail-oriented Diploma in Information Technology student seeking an industrial training placement to apply theoretical knowledge in real-world IT environments. Eager to gain hands-on experience in networking / software development / programming / system support / web development / IT support, contributing technical and problem-solving skills to team projects, and develop professional skills while fulfilling the 24-week industrial training requirement, commencing on 13th April 2026 to 28th September 2026.

▼ Education

Diploma In Information Technology • Mahsa University, Selangor, Malaysia (Ongoing)

- CGPA: 3.38

GCE Cambridge International O Levels • Seri Mulia Sarjana School, Bandar Seri Begawan, Brunei Darussalam

- Pure Science Stream, Completion Year 2014

IELTS • British Council, Bangladesh (2018)

- Band: 7.5

Education Assessment Australia • International Competitions & Assessments for Schools (2013)

- English, Mathematics & Science – Credit

▼ Technical Skills

Programming & Development

- Languages (Basic): Python, Java, C++, PHP, JavaScript
- Web: HTML, CSS, Bootstrap, basic React / WordPress
- Database: MySQL, Microsoft ACCESS

Tools & Software

• Visual Studio Code, XAMPP, Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop/Illustrator/Animate, AutoCAD, Git & GitHub(basics)

Other Skills

- Basic troubleshooting (hardware & software), PC Assembly, Basic network configuration

Soft Skills

- Good communication skills; Teamwork and collaboration; Time management; Fast learner; Problem-solving skills

▼ Language Proficiency

- ENGLISH (FLUENT)
- BAHASA MELAYU (FLUENT)
- BENGALI (FLUENT – NATIVE)

▼ Academic Projects

Clinic Management System (Database Project)

- Designed ERD and normalized database up to 3NF; Developed basic system using MySQL; Implemented patient registration and billing module

Car Rental Website (Web Development Project)

- Developed responsive website using HTML, CSS, JavaScript; Created booking form with validation; Integrated basic database for storing customer data

Network Design Simulation (Networking Project)

- Designed small office network using Cisco Packet Tracer; configured IP addressing and basic routing

Library Management System (Information Systems Project)

- Designed small office network using Cisco Packet Tracer; configured IP addressing and basic routing

▼ Work Experience

DESH-BRU SDN BHD, Brunei Darussalam • Part-time Office Assistant (2015-2017)

- Computerized record keeping & document management. In charge of managing and preparing inward and outward invoices, company profile, inventory management.

RS & P MILLENIUM SDN BHD, Malaysia • Part-time Office Administrator (2018-2019)

- Setting up and configuring office computers and LAN network from scratch, managing and preparing inward and outward invoices, company profile, preparing quotations and keeping inventory.

▼ References

- Madam NORANIZA BINTI JAFFAR, Lecturer, Faculty of Engineering Built Environment & Information Technology, Mahsa University. +6019-2877035