**Farhana Upannash**

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 /Far-hana/ U’pan:nash

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 Pfizer covid-19 vaccinated

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**Educational background**

**Degree Year University/College Major**

BS 2021 New York City College of Technology Business & Technology

 Emphasis: Module 2 Global fashion of fashion
High School 2017 Queens Collegiate
diploma

 **Professional licenses and Certification**

* CUNY online certification in Title XI Sexual Harassment, *Aug 25, 2021*
* Coursera certification Northwestern University Course: Content, Advertising & Social IMC, *January 20,2021*

**Honors and Awards**

* Dean’s List, New York City College of Technology, *Fall semester, December 24,2020*
* Inducted from NSLS (National society of leadership) honor society, *June 20,2020*

**Professional Experiences**

**Sales Assistant Mundi Westport Corps Oct 4,2021-present**

* Providing consultations and assistance to customers
* Defining clients’ needs and helping them find the right goods
* Ensuring high customer satisfaction and outstanding shopping experience
* Making sure that all products are presented in a proper way
* Receiving and unloading new products
* Reloading store shelves with products
* Setting up displays
* Staying updated on a store’s products and services

**Account Executive IBEX Consulting**  **Aug 16,2021-Sep 20, 2021**

* + - * Build sales system for prospective
			new sales
			* Explain the details and benefits of the
			telecom plans and pricing to business customers
			* Plan doors-to-doors sales
			* Face-to-face meetings with business customers daily
			* Travel within sales territory to meet prospects and customers

**Jewelry and Sunglasses Lawrence merchandising June 29,2020- 2021**

**Merchandising**

* + - * Maintaining positive business
			relationships to ensure future sales
			* Organize the jewelry and sunglasses
			to the displays based on the tracking numbers
			* Establish and increase business and
			customers relationships
			* Prioritize time management and skills
			* Ability to create seasonal displays and openness
			to feedback

**Front desk receptionist New York City College of Technology Aug 23,2019- Jun26,2020
(Work-study)**

* + - * Build necessary document and track them well organized
			* Maintain calendars and important date
			with students and alumnus
			* Greet guests once they arrive to the
			new student admission room
			* Balance the data of newcomer, currents
			and graduate students

**Fashion model Freelancer 2013-2016**

* maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
* open to change and to considerable variety in the workplace.
* developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done
* maintaining personally challenging achievement goals and exerting effort toward mastering tasks

**Internships**

**Visual merchandiser OZ Boutique Aug 6,2021-present**

* the capacity to work with
constructive criticism.
* Sourcing the materials, props, accessories
for the display
* Installing and setting up the window display
* Organize the display setup based on the seasons
* Strong communication with the consumer and prioritize
about their preferences

**Stylist OZ Boutique Aug 6,2021-present**

* Assisting the client with wardrobe
organization
* Conducting online research in fashion to
ensure on the latest trends and seasonal colors
* Assisting the designer with tailoring outfits

**Workshops for Professional development**

* Attended, “On Being” A person podcast, virtual event by Seek program, CUNY New York City College of Technology, *Thursday: Nov 19th,2020 at 1:00pm-2:00pm*
* Attended, Career services fall 2020 virtual events and informational sessions, Resume review session, CUNY New York City College of Technology, *Friday: Nov 12th, 2020, 12:00pm-1:00pm*

**Networking for Industry Relations/ Experiential learning**

* DulhanExpo Bridal Show, Marriott Melville, *1350 Walt Whiteman Road, Melville NY 11747*, *Sunday, Oct 24th, 2021, 12pm-6pm*
* Eventbrite present, “1920's Fashion Illustration and Design” virtual event, *Oct 6, 1:30 PM–3:00 PM*, confirmation number *1925734589*

**Civic engagement**

**Front-desk assistant BETA NYC Nov 20, 2019- Nov20, 2019**

* Systematizing names of the guests
* Collecting the names of the businesses
* Keeping track on the guest list
* Welcoming the clients with good communication

**Social media and technological**

* [**https://www.linkedin.com/in/farhana-upannash-00934b157/**](https://www.linkedin.com/in/farhana-upannash-00934b157/)

**Languages**

* English: Fluent
* Bangla: Fluent
* Hindi: Fluent

**Skills**

* Appearance comfortable standing
* Superior organization ability
* Prepare materials for teaching
* Strong work ethic
* Microsoft excel, words, documents
* Openlab
* Attention of details
* Understanding of Texture, Color, and Quality Fabric.
* Strong sense of style
* Select and coordinate outfits, colors, and accessories for display
* Friendly demeanor
* Maintain client relationships
* Sales system for prospecting new sales
* Proficiency with technology including basic computer operations