

Iftekhhar Dinar

Springfield,MO | id67s@missouristate.edu | 786-651-6521 | www.linkedin.com/in/iftekhhardinar

SKILLS

Python, MySQL, Critical thinking, Data Analysis, Market Analysis, Financial Data Analysis, Word, PowerPoint, Excel, Entrepreneurship, Problem Solving, Product Management, and Development, Professional Communication, and Negotiation.

EDUCATION

Missouri State University | Springfield, MO

Bachelor of Science in Data Analytics & Finance

December, 2025

GPA : 4

JOB EXPERIENCE

Plaster Student Union | Missouri State University

Springfield, MO

Building Manager

August 2023- Present

- Supervise and lead a team of 20+ members of house crews, technicians, information desk workers, and games center attendants, fostering a collaborative and motivated work atmosphere.
- Coordinate and oversee the setup, execution, and breakdown of numerous campus events hosted within the building by more than 300 organizations
- Collaborate with 8+ departments, and 5 outside vendors during their operations and several on-campus and off-campus events.

Residence Life, Housing, and Dining Services |Missouri State University

Springfield, MO

Office Assistant

August 2023-Present

- Manage front desk operations, including answering phones, greeting visitors, and responding to inquiries, maintain and update office records
- Assist in scheduling and coordinating maintenance and repair work in collaboration with facility management teams, collaborate with outside vendors regarding maintenance in residence buildings.
- Support office staff with administrative tasks such as filing, data entry, and document preparation.

University Operations | St. Edward's University

Austin, TX

Social Media and Office Assistant Intern

June 023-July 2023

- Managed the organization's social media platforms and engaged with the target audience to enhance awareness about sustainability and the green marketing policy
- Supervised different social media platforms like Twitter, Instagram, Facebook, and Tik-tok and assisted in implementing data-driven decisions based on the marketing data
- Utilized productivity software, such as word processing, spreadsheet, and presentation applications, to create and edit documents, reports, and presentations, keeping a record of invoices in different software

Microtel Inn and Suites

Austin, TX

Assistant Manager Intern

May 2023- Jun 2023

- Oversaw the hotel operations and ensured a smooth customer satisfaction environment, supervised 10+ people like hotel staff, including front desk personnel, housekeeping, and maintenance teams.
- Recorded the entry and exit data of 50+ guests on a daily basis and provided a super-friendly environment, Collaborated with various departments, including food and beverage, events, and facilities management, and maintained a few inventory records.

ACTIVITIES

□ **SEU Investment Club| Vice-President**

Feb 2023- Jul 2023

- Initiated the club with the help of the faculties, Analyzed individual stock and gained 17% profit on first investment, Established investment portfolio with the club, Built and Managed investment portfolio of other students, and Made a connection with professional people in similar fields.