

Zihan Akther

Brooklyn, NY | (929) 210-4364 | zzihanakther@gmail.com
[linkedin.com/in/zihanakther](https://www.linkedin.com/in/zihanakther) | [zihanakther.com](https://www.zihanakther.com)

Education

COOP Careers X NYU SPS - Data Analytics

Dec 2026

- Engaging in a 16-week fellowship program with NYU School of Professional Studies, acquiring expertise in data cleaning, transformation, analysis, and visualization using SQL, Python, and Tableau, alongside continuous professional development
- Gaining 200 hours of instruction time with a hands-on mastery of data tools, communication training, networking, and client work with actual companies

Baruch College/CUNY, Zicklin School of Business

New York, NY

Bachelors of Business Administration in Digital Marketing with a Minor in Communication Studies

May 2024

GPA: 3.7/4.0 (Graduated with Cum Laude)

- Relevant Coursework: Advanced Digital Marketing, Marketing Strategy, Marketing Analytics, Consumer Behavior

Borough of Manhattan Community College, CUNY

New York, NY

Associate of Science in Business Administration

May 2024

GPA: 3.6/4.0 (Graduated with Honor)

- Relevant Coursework: Business Communication, Business Law, Accounting Principles, Information Systems & Technologies

Technical Skills & Certifications

- **Certifications:** Google Data Analytics (Coursera), Google AI (Coursera), Social Media Marketing (HubSpot)
- **Programming Languages & Visualization:** Python, SQL, Excel (Pivot Table and Vlookup), Tableau
- **Software:** Sunguard AddVantage, Pivotal CRM, Intuit QuickBooks, Microsoft Office, Canva
- **Languages:** Fluent in Bengali

Work Experience

Brown Brothers Harriman

New York, NY

TAR Project Specialist

Jul 2026 – Present

- Lead day-to-day execution of the TAR Project, auditing 20+ entries daily which reduces discrepancies by 90%
- Compile daily, weekly, & monthly reporting on 80+ entries which gave leadership real-time visibility
- Train Co-ops on project workflows, ensuring consistent execution and knowledge transfer across the team
- Promoted from Co-op to TAR Project Specialist after being extended twice, recognized for data accuracy & process reliability

Brown Brothers Harriman

New York, NY

Funds Transfer Capital Partners Specialist Co-op

Jan 2025 – July 2026

- Reconciled 1,000+ client records in Pivotal CRM, resolving multi-account discrepancies
- Collaborated with cross-functional teams to strengthen operational controls
- Extended twice for exceeding performance expectations

Zaman Construction Corp.

Queens, NY

Accounts Assistant

Nov 2021 - Oct 2024

- Administered payroll for 50+ employees across 3-5 trade rates, ensuring accurate compensation
- Reconciled invoices and financial reports in QuickBooks, streamlining documentation

WorthyTherapy

New York, NY

Social Media Marketing Intern

Jul 2023 - Mar 2024

- Researched audience trends monthly to inform content strategy
- Adapted content based on data-driven trends to grow engagement across Instagram/TikTok