**Azmi Anjum**

**Address:** East Rampura,Dhaka 1219

**Contact No:** +8801752273143 (WhatsApp)

**Email:** azmianjum1999@gmail.com

**Career Objective:**

To work in the field of **communication and development** in local or multinational organizations in Bangladesh and grow rapidly with increasing responsibilities.

**Key Qualifications & Interest:**

**Area of Interest:** Business Development, Branding, Event Management, Digital marketing,

**Language Skills:** Fluent inBangla and English, Good sound in Hindi.

**Software Skills:** Good knowledge of Microsoft Word, Excel, PowerPoint

**Communication Skills:** Excellent verbal and non-verbal, presentation skills and confident emailing.

**Key Ability:**

* Basic part-time experience in Digital Marketing, Advertising, and Social Media Management.
* Basic understanding of marketing and negotiating techniques.
* Ability to connect at senior management and Ability to travel as required.
* Excellent verbal and written communication skills, able to understand individual needs.
* Basic stress tolerance, formal presentation, teamwork skills and proactive.
* Motivated enough to work in a high-growth, results-driven approach.

**Academic Qualifications:**

* BSC in Geography & Environment from Jagannath University in 2021 with CGPA of 3.10 (out of 4)
* HSC in Science from Viqarunnisa Noon School & College with GPA of 4.86 (out of 5) in 2017
* SSC in Science from Viqarunnisa Noon School & College with GPA of 5 (out of 5) in 2015

**Professional Experience:**

**Company Name:** IdiottBox *(A professional and experienced digital marketing agency, has a team of creative squads; ready to create digital strategies that will deliver commercial success)*

**Designation/Role**: Admin   
**Duration:** June 2023 to Present

* Preparing, organizing and storing information in paper and digital form.
* Dealing with queries on the phone and via email.
* Managing diaries, assign the work to video and text editors, coordinate with in-house employees and home office employees, and communicate with foreign client.
* Input the work in the airtable and check trello board.
* Direct communication with CEO and managing his office work by maintaining an Excel Sheet.

**Volunteer/Part-Time Experience:**

**Company Name:** Bangladesh Youth Leadership Center (BYLC)

**Designation/Role**: Campuss Ambassador & Facilitator   
**Duration:** September 2018 to September 2020

* Coordinated executive-level recruiting, messaging, and social networking to shorten recruiting time by 90% as a campus ambassador

**Company Name:** Psycure Organization   
**Designation/Role**: Head of Strategic Management

**Duration:** January 2018 to December 2020

* Managed programs by means of digital marketing, Ms Excel, Ms Word, Ppt producing, communicating with many people, and sponsoring as the head of program management.

**Company Name:** Bangladesh Resource Improvement Trust-BRIT

**Designation/Role**: Head of Event Organizer   
**Duration:** January 2015 to Novemember 2015

* Coordinated program time, event management, listed new youth employers or entrepreneurs, assisted disadvantaged families find new work, and identified Bangladesh's top social entrepreneurs as a volunteer

**Training & Certifications:**

* 1 day of training on “Perfomance Boosting” Organized by Psycure Organization in 2020
* 1 month of training on “critical thinking, analytical, problem solving, and communication skills” organized by Bangladesh Youth Leadership Center in 2018

**Personal Details:**

* **Father’s Name:** Golam Azam Khan **Mother’s Name:** Morjina Khanam
* **Date of Birth:** February 25, 1999 **NID:** 6456201935 **District:** Manikganj

**References:**

* **Altaf Hossain Raju**, District Sales Manager, Robi Axiata Limited, Contact: +8801313796426
* **Dr. Mohammad Mahbub Alam Talukdar,** Training Course Coordinator, Accidental Research Institute, BUET, Contact: +8801711374870, Email: mahbubbibek@gmail.com

**Declaration:**

* I hereby declare that all the above information is true and authentic to the best of my knowledge.