

FARIHA ISLAM



 (880) 1742-5448-91

 farihaislamqwe@gmail.com

 20, chamelibag shantinagar, Dhaka

PROFILE

Hardworking and focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success. I hope to secure scope for personal growth in terms of acquiring new skills and handling challenging tasks. In addition, I want to broaden my mindset and explore new possibilities out of the norm.

SKILLS

- Proficient in Organizational and Leadership Abilities
- Social Media Marketing and Managing
- Customer Service
- Audience Engagement
- Providing Guidance
- Proficient in Word, Excel and PowerPoint
- Basic Editing Skills, Canva ETC.

EXPERIENCE

PAGE MODERATOR

RANGREETI, Dhaka

August 2020 - December 2020

- Measured success of every social media channel and acted on measured information
- Presented and pitched creative work as part of team

SOCIAL MEDIA MANAGER

BY FAHMIDA ALAM, Dhaka

September 2021 - April 2022

- In a fast-paced workplace, kept up with industry developments and remained strategic
- Engaged with audience by responding to comments and direct messages

MANAGER

ZaiFa, Dhaka

June 2022 - October 2022

- Dealt with contracts and maintained with customers and content vendors
- Analyzing social media statistics, then creating and making changes to improve the efficiency and effectiveness

FREELANCING

Contract Based

March 2022 - Now

EDUCATION

SECONDARY SCHOOL CERTIFICATE

Siddheswari Girls High School, Dhaka
(2009 – 2018)

HIGHER SECONDARY SCHOOL CERTIFICATE

Viqarunnisa Noon School and College, Dhaka
(2018-2020)

BACHELOR OF BUSINESS ADMINISTRATION - MANAGEMENT INFORMATION SYSTEMS

Independent University Bangladesh, Dhaka
(2021-Now)

COMMUNITY SERVICE

-Volunteer, Ashia Foundation