

## Tahmina Nasrin

**Address:** House-La-53/1, Post Office Road, Middle Badda, Dhaka 1212

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### Career Objective:

To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making and communication skills will be appreciated and enhanced.

### Academic Qualification:

Exam Title	Discipline	Institution	Result	Passing Year
MBA	Not Declared	Independent University, Bangladesh	Enrolled	On Going
BBA	Accounting	Independent University, Bangladesh	2.78	2016
HSC	Business Studies	Holy Cross College	4.40	2011
SSC	Business Studies	Badda Alatumnessa Higher Secondary School	4.88	2009

### Employment Experience:

**Organization: Goldsands Hotels and Resorts Ltd**

**Position: Senior Executive, CRM** (October, 2019- Current)

- Plan and carryout sales activities
- Create marketing & sales opportunities
- Meet prospective clients on a regular basis
- Develop new clients database
- Make sales calls, respond to sales inquiries and follow up to new and existing clients
- Ensure customer service satisfaction and good client relationship

**Organization: MACES**

**Position: Special Assistant to the Founding Partner** (November, 2017-July, 2019)

- Assists the Founding Partner in managing Administration, HR, and Finance departments
- Maintaining petty cash
- Making all bank payments and other bills
- Negotiating with different vendors
- Booking all necessary appointments and reservations
- Prepare necessary documents for VISA processing
- Provide logistics support
- Taking care of everyday operations

**Organization: Genex Infosys Limited**

**Position: Customer Service Officer** (July-November, 2017)

- Deal directly with customers over the phone and resolve customer complains
- Prepare and distribute customer activity reports
- Maintain customer databases

**Academic Projects:**

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- Working capital management and its effect on profitability on Bangladeshi banks
- Analysis of inward remittance of Prime Bank Limited and its effect on economy of Bangladesh
- Achieved certificate for successful presentation on “Environmental Science Colloquium”

**Communication and Professional skills:**

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- Efficient in Microsoft Word, Power Point and Excel
- SPSS
- Fluency in both Bengali and English
- Never give up attitude
- Ambitious, hardworking, energetic and well disciplined

**Reference:**

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Tina Salem Manzoor

Founding Partner, MACES

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