

Syeda Tanzim Tashfia

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CAREER OBJECTIVE

Seeking a better position in an organization where I can add value to its current operations and utilize my previous experiences, skills suitably to develop my career in a dynamic environment.

EXPERIENCE

1. FIELD RESEARCH ASSISTANT

OCTOBER 2019 – FEBRUARY 2020, ICDDR,B

2. EXECUTIVE SALES & MARKETING

OCTOBER 2017- AUGUST 2019, LCBS DHAKA

3. TERRITORY NUTRITION OFFICER

JULY -2014 - DECEMBER -2015, ARLA FOODS BANGLADESH LTD.

4. DIRECT SALES EXECUTIVE

DECEMBER-2013- MARCH 2014 THE PREMIER BANK LTD.

EDUCATION

2017-2019	Master of Business Administration Major in Management (HR) CGPA- 3.44	Jagannath University
2010-2014	Bachelor of Business Administration Major in Marketing CGPA 3.00	University of Liberal Arts Bangladesh
2007-2009	Higher Secondary Certificat (H.S.C) GPA 4.50, Business Studies	Dhaka City College, Dhaka
2005-2007	Secondary School Certificate (S.S.C) GPA 4.69, Business Studies	B.C.S.I.R High School, Dhaka

SELECTED EXTRA CURRICULA ACTIVITIES

- ♦ **President** of ULAB Media Club in 2012-13. Preparing formal letters, proposal letter, Posters, Organize cultural event, seminars, fashion shows and other club activities.
- ♦ General member of Social Welfare Club.
- ♦ Japan Bangladesh Hospital Ltd. member for world diabetes day campaign.
- ♦ Member of Prothom Alo Bondhu Shova.

LANGUAGE AND PROFESSIONAL SKILLS

- ♦ Language: Mother tongue - Bengali. Full working knowledge in English
- ♦ Field(s) of expertise: Organizing events, writing application
- ♦ Leadership and Management Skills.
- ♦ Excellent presentation skills.
- ♦ Communicate effectively in varied circumstances
- ♦ Use MS Excel, MS PowerPoint and MS Word fluently

SELECTED TRAININGS

- ♦ **Skill4Career Workshop** (Six Weeks): Training on how to enhance the interpersonal skill to defence the competitive circumstances as well as learning of career related issues. (July & august 2012)
- ♦ **Career Vision Workshop** (Six Weeks): Workshop on how to prepare CV, forecast future career, preparation for interview, knowledge about job market and so on. (March & April 2013)

PERSONAL DETAILS

Date of birth: 31/12/1990

Father's Name: Syed Mohammad Murad

Mother's Name: Syeda Kaniz Murad

Blood Group: A+

High: 5.6"

REFERENCES

Kazi Rakibuddin Ahmed
General Manager
Human Resource Department
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Prof. Milan Kumar Bhattacharjee
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