



## **Tasnim Kibria Aurpa**

### **CONTACT INFORMATION**

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Date of Birth: 28th April, 1994

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### **Objective**

Working with **3.5 years+** of experience organizing presentations, preparing facility reports, writing contents, managing resources, marketing related works, managing Facebook page and other social media platforms, boosting Facebook posts, and maintaining the utmost confidentiality. Looking to leverage my knowledge and experience into mid-level role.

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### **WORK EXPERIENCE**

#### **Quality Control, Executive at Bproperty.com (May 14, 2017 to Present)**

#### **Job Responsibilities:**


- Use database to research, gather, analyze and present data.
- Manage Data Collectors (DCs) for smooth work.
- Developed team communication and information DCs meeting.
- Researched and analyzed information into briefing papers, reports and project papers.
- Quality Assurance of each contents every day for developing website.
- Writing Marketing Content according to recent campaign.
- Working on Company's Control Panel (CP) for live content and internal project record.
- Developing Content writing for website according to product.
- Meeting the KPI which was assigned to me.
- Writing descriptive marketing contents.

**Project Intern  
Eskayef Bangladesh Limited  
(SK+F) (January 2017 to April  
2017)**


**Job Responsibilities**

- Doctors Special Relationship Report Analysis (**DSR**)
- Eskayef Marketing Research (**EMR**)
- 4p Monitoring
- Call plan (Olmesta & Rivarox)
- M-Reporting Analysis, Marketing Plan
- Presentation on EMR Report
- Campaign

**EDUCATIONAL  
BACKGROUND**


 **Master of Business Administration (M.B.A) from North South University, (2018 to Present)**  
**Major- Human Resource Management**

**CGPA- 3.11 out of 4**

 **Bachelor of Business Administration (B.B.A) from North South University, (2012 to 2016)**  
**Majors-**

- **Marketing**
- **International Business**

**CGPA- 3.24 out of 4**

 **Higher Secondary Certificate (H.S.C) from Dhaka Commerce College, 2011**  
**Business Studies**  
**GPA 4.90 out of 5**

 **Secondary School Certificate (S.S.C) from Chittagong Cantonment Public School, 2009**  
**Business Studies**  
**GPA- 5 out of 5**

**Key Skills**

Project management  
Strong decision maker  
Writing article and blog

Managing social platforms  
Knowledge about boosting Posts  
Influencing people

**Reference-** Iftekhar Kabir, Sourcing Management Specialist at General Electric.

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