

TANZIN BINTE AMIN



tanzin.amin143@gmail.com



[linkedin.com/in/tanzin-binte-amin](https://www.linkedin.com/in/tanzin-binte-amin)



A/2 Akota Nebash, Shamoly R/A,
Shantibag, North Agrabad, Chittagong.



+8801796244735



CAREER OBJECTIVE:

To obtain a challenging position that offer development of a career in various sectors of business through continuous learning process, performing the job efficiently and contribute to the growth of the organization.

WORK EXPERIENCE

Trainee Executive Officer, Sales and Operations

OBHAI Solutions Limited, MGH Group, BM Height, Sheikh Mujib Road, Chattogram, (February 2020-June2020) (Resigned due to COVID-19)

Responsibilities:

- Customer activation: generating new customers through direct selling, promotional activities, campaigns.
- Obhai Sheba: Generating new customers and content creating for social media.
- CNG operations: Onboarding new riders and managing relationship with them.

Grameenphone Ltd, Ambagan, Chittagong Regional Office, (May 2018-August 2018)

Responsibilities:

- Identified new leads and established contact with them
- Provided corporate business solutions services to the clients
- Prepared GP corporate business solution proposals, worked on 4G drive, Prepared PPT and Excel summarizing info of client's updates

Achievements:

Top performer for converting most corporate clients in 4G drive.
Established contact with lost clients

EDUCATION

Master of Business Administration (MBA), East Delta University, Mozaffor Ngor,Khulshi,East Nasirabad, Chittagong. **CGPA:3.12 (2019)**

Major: Supply Chain Management

Bachelor of Business Administration (BBA), East Delta University, Mozaffor Ngor,Khulshi,East Nasirabad, Chittagong **CGPA: 3.78 (2018)**

Major: Marketing, Minor: Human Resource Management.

HSC: Govt. Commerce College, Chittagong, GPA: 4.70 (2014)

SSC: Agrabad Balika Bidyalay, Chittagong, GPA: 5.00 (2012)

ACHIEVEMENTS

1st runner up; Edu business case competition 2017.

VC's list: Spring'17 CGPA 4

Chairman's Merit Award Fall '16 for maintaining cgpa 3.8 and above in three consecutive semesters.

Dean's list:

Fall'17 GPA 3.68

Summer'17 GPA 3.75

Fall' 16 GPA 3.93

Spring'16 GPA 3.83

Summer'16 GPA 3.68

Fall'15 GPA 3.94

VOLUNTEERING &

ACADEMIC PROJECTS:

Campus Ambassador, NSUIMUN, 2017

Student Volunteer, Better future Bangladesh, 2017

BUPMUN'17

Delegate of Sweden, UNWomen committee.

YTSIMUN'17

Delegate of Turkish Journal, UNCA committee. Organized by Youth thinkers' society Bangladesh.

Brandwitz, 2016.

CFA Society Bangladesh, Finance case solve competition, 2016.

Bizacumen by SLP Marketing, University of Chittagong. Business case solve competition, 2016.

Women Entrepreneurship Summit oversaw the team; Business plan competition. Organized by BDjobs 2017, 2015.

SKILLS

Computer skills:

Expert in: **Microsoft PowerPoint, Microsoft Excel, Microsoft Word**, SPSS Statistics, Web research and Data entry,

Basic: Adobe light room

Interpersonal skills:

Team player, Quick learner, Time management, Critical thinking, Ability to work under pressure, Adaptability.

Case solving

Report writing

OTHER SKILLS:

Paper crafting

Drawing

INTERESTS:

Avid reader of novels

Travelling

Watching movies

PERSONAL PROFILE

Father: Nurul Amin Bhiuiyan, Ex Custom's Officer

Mother: Mahabub Un Nahar

Date of birth: 29th Dec ember 1996.

REFERENCE:

Hasibul Kabir Shajib Manager, Mid-Market, Enterprise Business, Commercial division, Grameenphone Ltd. hkshajib@grameenphone.com, Phone: +8801711082459

Mahbubur Rahman, Enterprise Channel Head, Enterprise Business, Marketing Division, Grameenphone Ltd. mahbubur@grameenphone.com, Phone: +8801711504957