

Syeda Tanzim Tashfia

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**Career Objective**

Business professional with almost 7 years of experience in different fields with expertise in Business administrator, business development, networking, organizing, negotiation and persuasion skills to develop customer base and also maintaining quality relationships with stakeholders now seeking to leverage further in a more responsible position in a Financial Institution.

Employment Experience**1. Job Title: Assistant Manager, Corporate Training & Development**

Organization: **PMaspire**; Attachment Period: November 2020 – March 2021

Major Responsibilities:

- a. Marketing of Training packs to different corporate houses
- b. Preparing business proposals
- c. Co-ordinating with exam simulator for effective preparation of trainees
- d. Organizing different events as per business need

Skills Developed:

- i. Communication & Networking
- ii. Strong persuasion skills
- iii. Effective team working
- iv. Negotiation skills

2. Job Title: Field Research Assistant

Organization: **icddr,b**; Attachment Period: October 2019 – February 2020

Major Responsibilities:

- a. Data collection for supporting research activities
- b. Test psychological growth of children
- c. Meet with parents of the children for data collection
- d. Team work with other members to ensure synchronised visit plan and submission of collected information for researching

Skills Developed:

- i. Trainings on children psychology
- ii. Strong persuasion skills
- iii. Team working

3. Job Title: Executive Business Administration

Organization: **LCBS Dhaka**; Attachment Period: October 2017- August 2019

Major Responsibilities:

- a. Arranging online and offline marketing of LCBS including different promotional marketing activities
- b. Drafting of Memorandum of Understanding (MoU) with different business partners
- c. Generation of business development ideas under direct supervision of CEO of LCBS
- d. Providing office support including customer and employee support
- e. Making travel arrangement for employees
- f. Ordering office stationery and other supplies
- g. Supervising and guiding my team members who were reporting to me

Skills Developed:

- i. Leadership skills
- ii. Negotiation skills

4. Job Title: Territory Nutrition Officer

Organization: **ARLA Foods Bangladesh Ltd.** Attachment Period: July -2014 - December -2015

Major Responsibilities:

- a. Performing as sales executive in Dhanmondi Mohammadpur area
- b. Briefing doctor about the products of the company
- c. Monitoring the inventory management in my area for timely delivery of the products as per requirement
- d. Participating with regular meeting with management About the business update

Skills Developed:

- i. Network Building
- ii. Inventory Management

5. Job Title: Direct Sales Executive

Organization: **The Premier Bank Ltd.** Attachment Period: December-2013- March 2014

Major Responsibilities:

- a. Visiting customer and introducing different products of the Bank
- b. Assisting customers on filling up different forms
- c. Posting hard copy entries of different utility bill collection

Skills Developed:

- i. Customer persuasion skills
- ii. Knowledge about banking environment

Education

2021	Post Graduate Diploma Human Resource Management (PGDHRM) Bangladesh Institute of Management (BIM) Pursuing
2019	Master of Business Administration (MBA) Jagannath University Major in Management (HR) CGPA - 3.44
2014	Bachelor of Business Administration (BBA) University of Liberal Arts Bangladesh Major in Marketing CGPA - 3.00
2009	Higher Secondary School Examination (HSC) Dhaka City College, Dhaka Business Studies CGPA – 4.50
2007	Secondary School Examination (SSC) B.C.S.I.R High School, Dhaka Business Studies CGPA – 4.69

Selected Extra Curricular Activities

- ♦ President of **ULAB Media Club** in 2012-13. Preparing formal letters, proposal letter, Posters, Organize cultural events, 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 Proficiency:

Bengali and English

Fields of Expertise

- Organizing events, writing applications
- Leadership and Management Skills.
- Excellent presentation skills.
- Communicate effectively in varied circumstances
- Use MS Excel, MS PowerPoint and MS Word fluently

Personal Details

Date of birth: 31/12/1990

References:

Kazi Rakibuddin Ahmed

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