

JARIN TASNIM

Email- tasnim.nimi1@gmail.com

Phone- 01679405072

Address- 337 Elephant road, Dhaka- 1205

LinkedIn- [Jarín Tasnim](#)



OBJECTIVE

An enthusiastic and result orientated individual with a strong work ethic. I am committed to proving myself a valued employee of your organization by implementing my competence of intellect, collaboration, leadership, and adaptability.

EDUCATION

North South University

Bachelor of Business Administration (2020)

Major: Marketing

CGPA- 2.71

Dhaka City College

Higher Secondary School Certificate (2014)

Concentration: Commerce

GPA- 4.9

YWCA Girl's High School

Secondary School Certificate (2012)

Concentration: Commerce

GPA- 4.63

EXPERIENCE

BSB Global Network (20 August 2020 - Running)

Dept. of International Admission & Communication

Designation- **Executive**

Job Responsibilities:

- Research about universities and prepare documents for counsellor.
- Interdepartmental liaison with various departments.
- Prepare requisition and assessment for student's file.
- Fill-up student's application form for foreign universities & schools.
- Attend virtual seminar and workshops.

INTERNSHIP

 **Runner Automobiles** (January 2020-April 2020)
Marketing Department

Job Responsibilities:

- Attended Inbound and Outbound calls. (Dealers & Customers)
- Distributed specific bikes according to showroom space, stock, and kept track of sales.
- Kept track of competitor's activities.
- Translated contents both in Bangla and English.
- Attended test drive of scooter and video shoot customer's feedback.
- Prepared PowerPoint presentations both in Bangla & English and Input data in excel.

 **Pickaboo.com**
Content Department

Job Responsibilities:

- Upload product details from their admin panel to their website.
- Upload pictures, Write description about the product and update price and stock from their admin panel.

SKILLS

- Efficient in Microsoft Office Suite (Word, PowerPoint, Excel)
- Google sheets and slides
- Foxit
- Adobe Photoshop
- Fluency in English & Bangla (Speaking & Writing)
- Email Etiquette
- Proficient in time management
- Highly Organized
- Communication

EXTRA CURRICULAR ACTIVITIES

- The **Marketing club** of North South University
- **Jaago** (volunteer): 2015
- Online Moderator

 **Done a course on Brand Management**

REFERENCE

ASM Shayem
Deputy Director, National Security Intelligence, Dhaka
Phone- 01817049610

Afsana Mimi- 01762688064
Manager- BSB Global Network
Dept. of Int'l Admission & Communication