

TASNIM FERDOUS

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Career Objective

Working in a dynamic position which may provide opportunity for growth and advance ability, skill and qualification to take the challenges by a portion of honesty and dignity with the motto of achieving corporate goals by serving the society.

Academic Qualification

| Exam Title | Major | Institute | Result | Pass Year |
|-------------------------------------|-------------------------------------|--------------------------------|--|-----------|
| Bachelor of Business Administration | Management Information System (MIS) | North South University | CGPA: Major 3.00 Overall: 2.92 | 2018 |
| Higher Secondary Certificate (HSC) | Business Studies | CAMBRIAN COLLEGE | GPA 5.00 Out of 5.00 | 2012 |
| Secondary School Certificate (SSC) | Science Studies | UTTARA HIGH SCHOOL AND COLLEGE | GPA 3.75 Out of 5.00 | 2010 |

Work Experience



BongoBD

Worked as **Operations Executive** in Bongo Studios
(SEPTEMBER'18 TO PRESENT)

Client supervision and managing channel is one of the key responsibilities.
Also developing strategic long-term plans to retaining their channel growth and
Well-structured script writing and content direction with appropriate budgeting.
Communicating to develop content premeditated operations goals.
YouTube and Facebook digital promotion.

Academic Project Work

| Course Name | Project On | Project Work |
|--|-------------------|---|
| Human Resource Management | Grameen Phone | Employees Training and Development Process |
| Database System for Business | TOYOTA | Created database for Toyota with SQL |
| Production Management | Pagani Super Cars | Operations and production management report on Pagani Automobiles |
| Entrepreneurship | Detox Water | A full model business plan on Detox Water |
| Data Communication and Networking for Business | NSU's networking | Building network for NSU with CISCO Packet Tracer |
| E-Commerce and Web Management | NSU website | Creating website for NSU using HTML and PHP |

Technical Skills

Microsoft Office: Advanced level use of MS Excel (Course: MIS460 | Management Support Systems), efficient on designing slides with power point, document processing and designing with MS word.

- **JAVA 1.7:** Basic calculation, finding bugs.
- **SQL:** Advanced level database making. (Course: MIS360 | Database Systems for Business)
- **Cisco Packet Tracer:** Architect Network mapping for organization (Course: MIS 450 | Data Communication and Networking for Business).
- **HTML/CSS/PHP:** Website maintenance and building (Course: MIS480 | E-Commerce and Web Management)

Languages

- Bengali (Native)
- English (Full Work Proficiency)
- Hindi (Speaking Proficiency)

References

➤ Bobby Hajjaj
 Founder and Chairman (NDM)
 Nationalist Democratic Movement
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➤ Rafee Tahseen Ahmad
 Operations Manager, Bongo Studios
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