Hello! I am

**Sanzida Afrin**

C/O – Moin Sarker

Flat – A6(7th Floor), Stripling Salima Garden, 981, Middle Monipur, Mirpur-2, Dhaka, 1216.

Mobile: +8801784989610

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LinkedIn: <https://www.linkedin.com/in/sanzidaafrin/>

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# Career objectives

Obtain a position as a team player in a people-oriented organization where I can maximize my admin, communication & Client- service experience in a challenging environment to achieve the corporate goals.

# Core competencies

Customer Service / Call Center Support

Brand / Client Service Marketing

Supplier Relationship

Administration management

Supporting Staff- Coordination

Time Management

Internal & External Communication

Activation & Events Coordination

# PROFESSIONAL Experiences

## Aktivision Advertising ltd. (Adcomm Limited), Tejgaon I/A, Dhaka.

Creative, PR, ATL, BTL & Digital Advertising Agency

## Brand Service Executive (August 21st, 2019 – present)

## Trainee Executive (July 1st, 2019 – August 20th, 2019)

Clients: Japan Tobacco Internation(JTI), UN Women, TVS Bangladesh.

* Acts as the liaison between clients and the agency
* Provide regular updates to clients on the progress of customer service projects and campaigns that directly affect each client.
* Develop open and effective channels of communication with each client that can be employed by other departments as well
* Coordinate internal projects and determine the best utilization of resources to increase client’s satisfaction
* Become the reliable point of contact for each client that is required to establish a strong business relationship

**Greenovent advertsing ltd. Niketan, Gulshan # 1, Dhaka.**

PR, BTL & Digital Advertising Agency

## Junior Executive: Admin & Community Management (February 1st, 2018 – June 30th, 2019)

* Guest Relations Management
* Maintain Office Facilities & Supplies Management, Office Canteen Management and Office Support Staff Management.
* Maintain a daily electronic journal, arrange meetings and appointments and provide reminders as needed; maintain a master corporate calendar of all conferences, all-hands events, holidays, and vacations
* Handle requests, feedback, and queries quickly and professionally
* Arrange executive travel, hotel and dining arrangements as needed
* Develop and carry out an efficient documentation and filing system for both paper and electronic records
* Delegate tasks as appropriate to other members of the team
* Support In house Community Team

# EDUCATION

## National University, Bangladesh.

## Govt. Azizul Haque College, Bogura.

## Master of Art, 2018

## Islamic Studies & History.

## National University, Bangladesh.

## Govt. Azizul Haque College, Bogura.

## Bachelor of Art, 2017

## Islamic Studies & History.

# Skills

⬧ Proficient in Microsoft Office (PowerPoint, Outlook, Word, Excel)

⬧ Fluent in Bangla & English (written and spoken)

# Personal information

* Father : Late. Moniruzzaman
* Mother : Rawshan Ara
* Husband : Moin Sarker
* DOB : April 27, 1993
* NID : 19931018828000140
* Permanent Address : Rabeya Monjil, 980, Middle Monipur, Mirpur – 2, Dhaka-1216.

# References

**SAYED IQBAL**

Assistant Brand Service Manager

Aktivision Advertising Ltd. (Adcomm Limited)

Mobile: 01677123781

Email: [sayed@aktivisonbd.com](mailto:sayed@aktivisonbd.com)

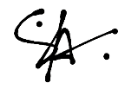
**Gour Sundar Gope**

Assistant Brand Manager

TVS Auto Bangladesh Ltd.

Email: [gour.sundar@tvsab.com.bd](mailto:gour.sundar@tvsab.com.bd)

I solemnly declare that all the above-furnished information is free from error to the best of my knowledge and belief.

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Sanzida Afrin