

TANJEEM KABIR



Contact

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Mailing Address: 106 Central Road, Dhanmondi, Dhaka-1205.

Personal Profile

Father's Name	: Prof. Md. Humayun Kabir
Mother's Name	: Shamima Sultana
Date of birth	: 29/10/1996
Sex	: Male
Nationality	: Bangladeshi (By birth)
Religion	: Islam

Communication Proficiency

Fluent in oral & written communication in both Bengali & English.

Good communication skill with sales team, client, supplier, stakeholder etc.

Computer Skills

MS-Word, Excel, Power Point, Internet Browsing, Photoshop, AKIJ ERP Software etc.

Organizational Skills

- Worked as an organizer in Digital World'2018
- Worked as a Coordinator in 1st International Career Summit (ICS)'14 by UIU Career Counseling Center
- Organized a successful inter-University ad-making competition Ad Guru Reteuns'14 (Electronic & Print Advertise)
- Organized Women's Marketers Day'15 under UIU Marketing Forum.

Career Objective

To build up career in challenging and rewarding position at winning organization where creativity, sincerity, skill and performance are the criteria for one's appraisal & recognition. Become an asset for the organization by sacrificing, achieving goal by hardworking under a good supervision within a very short time.

Professional Experiences

1. Company: AKIJ FOOD & BEVERAGE.

Post: Junior Executive, Duration: 04/05/2019–08/07/2019.

Duties/responsibilities:

- Fridge Merchandising & Outdoor Branding
- Data Entry of asset registration in **AKIJ ERP** software
- Locating more markets to acquire new clients like hotels, restaurants and cafeterias
- Maintaining good relationship with the existing clients & collecting information from TSM & ASM
- Co-operating with the sales team & event management.

2. Company: AKIJ FOOD & BEVERAGE.

Post: Intern, Duration: 01/11/2018–31/01/2019

Duties/responsibilities:

- To assist activities of brand promotion in **DITF'2019** and **Farm Fresh Children's Day'2019**
- Gathering experience from **AKIJ** product retail sellers
- Fridge Merchandizing & Outdoor Branding & data Entry of asset registration in **AKIJ ERP** software

Educational Qualification

Degree	Major/Group	Institute	Result	Pass Year
MBA	Human Resource Management	United International University, Dhaka	CGPA: 3.53 (current, completed 36 credit out of 45)	2021
BBA	Marketing	United International University, Dhaka	CGPA: 2.94 (on of scale of 4.00)	2019
HSC	Business Studies	Dhaka City College	GPA: 4.80 (on of scale of 5.00)	2013
SSC	Business Studies	Junior Laboratory High School, Dhaka	GPA: 5.00 (on of scale of 5.00)	2011

References

1. Khandoker Mahmudur Rahman Associate Professor & Director, BBA Program United International University Mob.: +8801712216556 Email: mahmud_edu@bus.uiu.ac.bd	2. Azam Bin Tareq Manager Head of Event & Outdoor Management AKIJ Food & Beverage Mob.: +8801711902444 Email: azam.afbl@akij.net
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I declare that, all the information was given above is fully correct.

TANJEEM KABIR