

FARJANA AKTER TAMANNA

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CARRER OBJECTIVE

I want to work in an organization where knowledge can be shared for the betterment of the company and to get useful experiences on dealing with challenges also broaden my areas of expertise by applying my skills with own initiative to achieve goals.

PROFESSIONAL EXPERIANCE

Senior Marketing Executive 2020- Running | PNS Group

PNS Group working as Real estate business, Industrial print machines, Printing rollers, Graphic design outsourcing solutions, Sewing Machine and parts & E-Commerce.

My Responsibilities:

- _ Develop Marketing strategies
- _ Analytical Responsibilities
- _ Train up Marketing Executives
- _ Marketing Team Management
- _ Advance Marketing Resource observation

Expertise:

Social Media Marketing
Content Marketing
Traffic Targeting

Accounts & Finance Executive 2017-18 | E-Commerce Association of Bangladesh (E-CAB)

The e-Commerce Association of Bangladesh (e-CAB) has been created to improve the e-Commerce sector of Bangladesh.

E-CAB also addresses the existing problems of e-Commerce to ensure its growth. E-CAB aims to serve as a common platform for companies involved in the Bangladeshi e-Commerce industry.

My Responsibilities:

- _ Collaborate in Financial deals with members.
- _ Execute the Accounts & Financial deals.
- _ Represent Member Friendly Budgets.
- _ Maintain the Accounts team work responsibilities.

Other works

Joint Secretary | Startup Standing committee, (E-Cab)

Coordinator | Digital world2017 Organized by ICT DIVISION

Coordinator | Innovation Talk2018 Organized by Prime Minister Office (a2i project)

COMPUTER & IT LITERACY

Proficient with Microsoft Office -Excel, PowerPoint, Word and White Board Presentation.

Active User of:

Adobe Photoshop, Adobe Illustrator, Canva, Filmora

Ai Tools: ChatGPT, Pictory, In video, MidJourney

Name of Courses: Institution

- Google Analytics
- Digital Marketing LEDP by ICT Division of BD
Social Media Marketing
Affiliate Marketing
Search Engine Optimization
- Fundamentals of Accounting. ALISON
- Recording Business Transactions in Accounting. Galway, Ireland.

SCOLASTIC PROFILE

☐ **Master of Business Administration (MBA)** 2014-2015

University of Dhaka (Accounting) **CGPA:** 2.91

☐ **Bachelor of Business Administration (BBA-Hons)** 2010-2011

National University (Lalmatia Mohila College). (Accounting). **CGPA:** 3.37

☐ **Higher Secondary Certificate (HSC)** 2009-2010

Shere Bangla Govt. Girls High School. (Business Studies). **GPA:** 4.30

☐ **Secondary School Certificate (SSC)** 2007-2008

A. T. G. Colony High School and Mohila College. (Business Studies). **GPA:** 4.31

LANGUAGE PROFICIENCY

I have Good communication skills in Bangla and English in Reading, Writing, listening & speaking as well. I can also speak and listen Hindi too.

REFERENCE

1. Md. Ariful Islam

Relation: Brother

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Signature