Block c, rd 08, Bashundhara r/a, Dhaka, Bangladesh

[tanvina.amin00@gmail.com](mailto:tanvina.amin00@gmail.com)

01715614927

**Skills**

* Customer Service
* Communication
* Social Media Management
* Time Management
* MS Office Program
* Leadership
* Team player

**Education**

Bachelors of business Administration (BBA)

Independent University, Bangladesh

Major- Human Resource Management

Minor- Marketing

HSC-ACC

GPA- 5.00 (Science)

SSC- SAGC

GPA- 5.00 (Science)

**Summary**

A fresher who shows enough enthusiasm and dedication to learn something new every day and work hard to master it while also being regarded for having a peaceful nature with people. Furthermore, can carry sheer knowledge about any topic by researching a little in the moment, and working under immense pressure, and being determined to make any task better. Helping people by communicating and being vocal against unjustifiable acts are the prime skills.

**Experience**

* IMA (Iub Marketing Association) January, 2022 General Member Independent University, Bangladesh
* IUB Social Welfare Society June, 2022 General member Independent University, Bangladesh
* IUB Debate Club June, 2022 General Member Independent University, Bangladesh
* IUB Art Club March, 2022 General Manager Independent University, Bangladesh
* Schools’ Sports Day (2016) Monipur High School Volunteer
* International Language Day Program (2017) Monipur High School Volunteer.

**Reference**

prof. Rabeya Begum

Independent University, Bangladesh

d.rabeya2014slass@iub.edu.bd

**TANVINA AMIN**