

MERENA TANZIM

PUBLIC RELATIONS OFFICER



CONTACT

📞 01776209917

✉ merenatanzim10@gmail.com

📍 BCIC Staff Colony, Mirpur, Dhaka, Bangladesh

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Digital Marketing

LANGUAGES

- English
- Bangla
- Hindi

REFERENCE

Sabrana Ahmed

Assistant Professor
Eden Mohila College ,Dhaka



PROFILE

Results-driven Admission Counselor with 1 year of experience in corporate sales, student admission, and client relationship management. Strong academic background in English with proven skills in communication, lead handling, and conversion. Adept at achieving enrollment targets, maintaining professional client relationships, and supporting organizational growth.



WORK EXPERIENCE

TESOL BANGLADESH

2025 - PRESENT

Public Relations Officer

- Provided administrative and operational support to management.
- Coordinated academic and corporate activities efficiently.
- Maintained official records, documentation, and reports.
- Communicated professionally to support smooth team operations.
- Contributed to improving efficiency by supporting day-to-day office operations.

Aarong-Brac

2022 - 2024

Sales Associate

- Customer service and sales support
- POS handling and stock maintenance
- Team support to achieve sales targets
- Resolved customer queries and complaints in a professional manner.
- Ensuring excellent client satisfaction.

Sabiknnud Kindergarten

2020 - 2021

Assistant Teacher

- Assisted lead teachers in classroom activities and lesson delivery.
- Supported children's learning, discipline, and daily classroom routines.
- Helped maintain a positive, safe, and engaging learning environment.



EDUCATION

Master of Arts

2022 - 2023

Department of English
Eden Mohila College ,Dhaka

Bachelor of Arts

2018- 2019

Department of English
Eden Mohila College,Dhaka