

Curriculum Vitae



Tahamina Islam

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Career Objective

A highly motivated and detail-oriented MBA and BBA graduate in accounting seeking a challenging position in a reputed organization where I can utilize my academic knowledge, analytical skills, and financial understanding to contribute to organizational growth. Eager to build a professional career in a reputed organization by providing efficient financial services, maintaining accuracy, and ensuring customer satisfaction while continuously developing my professional skills.

Experience

2023- Running: Leading Light

-Social media expert and marketer,

Key Responsibilities,

- ✓ Manage and grow social media platforms including Facebook, Instagram, LinkedIn, and YouTube.
- ✓ Create engaging content, graphics, and promotional campaigns to increase brand awareness.
- ✓ Plan and execute digital marketing strategies to reach target audiences effectively.
- ✓ Monitor social media performance and prepare reports based on engagement and reach.
- ✓ Run paid advertising campaigns on Facebook and Google to generate leads and sales.
- ✓ Respond to customer inquiries and maintain strong online customer relationships

Academic Qualification

2020-2022	Master of Business Administration (MBA) Subject: Accounting Cgpa- 2.89, Lakshmipur Government College, National University.
2016-2020	Bachelor of Business Administration (BBA) Subject: Accounting Cgpa- 2.92, Lakshmipur Government College, National University.
2014-2016	Higher Secondary Certificate (HSC). Lakshmipur Govt Mahila College, Business Studies, 3.67 out of 5.00
2012-2014	Secondary School Certificate (SSC). South Raipur ARA High School, Business Studies, 4.19 out of 5.00

Professional Skills

- Language Proficiency in Bengali & English (Listening, Speaking, Reading, and Writing) Good command in Microsoft Office, Power Point and Excel.
- Personal Interest in Teaching, Research, Writing, Hosting, Translating and Social Welfare activities.
- Meta Marketing and Content writing

Other Skills

- Adobe Photoshop.
- Adobe Illustrator.
- Social Media Marketing
- Leadership Skill.
- Good communication skill.

Personal Interest

- Communicating with people from different region and culture.
- Learning new languages.
- Adopting new challenges.

Workshop/Training

1. Participated in training on **Digital Marketing and Social Media Management.**
2. Completed workshop on **Professional Communication and Customer Service.**
3. Attended training on **Microsoft Office Applications (Word, Excel, PowerPoint).**
4. Participated in workshop on **Banking Operations and Financial Services.**
5. Attended seminar on **Career Development and Corporate Etiquette.**

Personal Details

Father's Name : Md. Tajul Islam.
Mother's Name : Taslima Islam.
Present Address : Alir Mor, Uttar Badda, Dhaka-1229.
Permanent Address : Noor Nagar, Faridganj-Chandpur.
Nationality : Bangladeshi (By Birth).
Date of Birth : 11 September 1997.
Religion : Islam.
Marital Status : Married.

Reference

Name: Meraj Hossain
Bank officer, Pubali Bank LTD.
Phone: 01768-777768

Name: Monir Hossain
Accountant, Bangladesh International Tutorial
Phone: 01770-176112

Tahamina Islam
Signature