

## **Fatema Tuj Zohura Khan**

■ 01949-906818

■ fatematujzohurakhan@gmail.com

■ Remote (Bangladesh)

### **Career Objective**

Motivated and detail-oriented Virtual Assistant with strong organizational, communication, and multitasking skills. Seeking to contribute to a growing property management firm by efficiently handling administrative, client, and coordination tasks while ensuring smooth business operations.

### **Education**

Bachelor of Business Administration (BBA)

Independent University, Bangladesh (IUB)

Major: Human Resource Management | Minor: Management | 4th Year (Ongoing)

### **Key Skills**

- Excellent verbal and written English communication
- Calendar and email management
- Client onboarding and relationship management
- Lead generation and data tracking
- Social media management (Facebook, Instagram, LinkedIn)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- CRM and database management
- Appointment scheduling and follow-ups
- Strong attention to detail and time management

### **Professional Experience**

#### **Volunteer Member — Department of Student Affairs (DoSA)**

Independent University, Bangladesh | 2024 – Present

- Assisted in event coordination, scheduling, and communication.
- Supported campus initiatives and student engagement activities.

#### **Campus Volunteer — IUB Volunteers**

Independent University, Bangladesh | 2024 – Present

- Supported event coordination, scheduling, and communication tasks.
- Assisted in maintaining records and ensuring smooth event operations.
- Managed communication with team members and attendees.

#### **Club Member — IUB Human Resource Society (IHRS)**

Independent University, Bangladesh | 2023 – Present

- Coordinated meetings, member communications, and event logistics.
- Developed social media posts and handled club correspondence.
- Worked collaboratively to ensure member engagement and efficient management.

### **Personal Qualities**

- Reliable, proactive, and self-motivated
- Quick learner with adaptability to new tools and systems
- Committed to delivering high-quality work under minimal supervision

### **Availability**

Available to work remotely during Australian business hours (8 AM – 5 PM).

### **References**

Available upon request.