

## RESUME OF

### **TAHRIMA MIAZEE TRINA**



#### **Mailing Address:**

House#2558, Uttar Khaikur, Member Bari Road, Signboard, Gazipur City Corp.  
Gazipur, Bangladesh

Telephone: +8801897448636

Email: [miazee2010@gmail.com](mailto:miazee2010@gmail.com)

#### **Professional Summary:**

Highly motivated, results-driven professional with over 7 years of experience in client relationship management, branch operations, marketing, administration, and education sectors. Adept at driving organizational success through innovative marketing strategies, operational efficiency, and team leadership. Possess strong communication, multitasking, and problem-solving skills. Currently excelling in the Marketing and CRO Department at Eternal Ceramics, delivering measurable growth and outstanding client satisfaction.

#### **Career Objective:**

Seeking to join a forward-thinking organization where I can apply my diverse skills in administration, marketing, and client relationship management to contribute to company success, while continuously advancing my professional growth and expertise.

#### **Career Summary:**

I'm working as the CRO and Marketing dept. at Eternal Ceramics at present. I was Branch in-charge of Bio-Xin Cosmeceuticals, Gazipur branch. I joined the same organization as a Senior Executive. I was selected as a Team Leader by the authority and recently I was promoted as the in charge of the Branch. Before that I worked as an Admin officer at Doorbell Bazar. I have also worked as an executive officer, Admin at The Scholars' School & College since 2018. I have worked at "Mohammad Schools of Atlanta" and different educational institutions since 2014.

## **Work Experience:**

### **1. Client Relationship Officer & Marketing Executive**

*Eternal Ceramics*

**February 2024 – Present**

- Manage client portfolios and oversee digital marketing campaigns.
- Enhance brand visibility through targeted social media promotions.

### **2. Branch In-charge**

*Bio-Xin Cosmeceuticals*

**April 2022 – August 2023**

- Directed branch operations and clinical service sales.
- Developed and executed strategic marketing plans.

### **3. Assistant Merchandiser**

*Tokyo Mood Factory*

**April 2021 – September 2021**

- Coordinated between buyers and suppliers for order management.
- Ensured timely development and shipment of samples.

### **4. Senior Executive, Administration**

*Doorbell Bazaar*

**October 2020 – March 2021**

- Handled budgeting, HR support, and administrative operations.

### **5. Admin Officer**

*The Scholars' School & College*

**January 2018 – December 2019**

- Administered day-to-day school operations and staff coordination.

### **6. Assistant Teacher**

*Mohammad School of Atlanta*

**June 2017 – December 2017**

- Delivered engaging English lessons to international students.

### **7. Assistant Teacher**

*Khaleda Rashid Educare School*

**January 2015 – May 2015**

- Taught science and English at the secondary level.

**Key Skills:**

- Team Leadership & Sales Management
- Branch Administration & Client Relationship
- Budgeting & Financial Reporting
- HR Support & Payroll Management
- Marketing Campaign Development
- Strategic Planning and Crisis Management
- Merchandising & Product Development
- Digital Marketing and Online Client Engagement
- Social Media Management and Content Creation
- Client Retention and Customer Service Excellence
- Problem Solving and Decision Making
- Staff Training and Development
- Event Planning and Coordination
- Time Management and Multitasking
- Proficiency in Microsoft Office Suite
- Business Development and Strategic Networking
- Conflict Resolution and Negotiation
- Analytical Thinking and Data Interpretation

**Educational Qualification:**

| Degree        | Board/ University   | Name of Institute     | Year | Subject | Result |
|---------------|---------------------|-----------------------|------|---------|--------|
| MA            | University of Dhaka | Govt. Titumir College | 2015 | English | 2.78   |
| BA<br>(Hon's) | National University | Govt. Titumir College | 2013 | English | 2.51   |
| HSC           | Dhaka               | Dhaka Women College   | 2009 | Science | 4.60   |
| SSC           | Dhaka               | KBM Agrani Bidyalaya  | 2007 | Science | 5.00   |

**Personal Data:**

Full name: Tahrima Miazee Trina

Father's name: Md. Abul Kashem Miazee

Mother's name: Mrs. Hasina Momtaj

Nationality: Bangladeshi

Sex: Female

Marital Status: Divorced

Date of Birth: 17 August, 1990

**Computer Skills:**

- Microsoft Word, Excel, PowerPoint
- Internet Browsing, Email Communication
- Social Media Marketing Platforms
- Basic Graphic Design (Canva, Adobe Spark)
- Google Workspace (Docs, Sheets, Slides)
- CRM Software Management (e.g., HubSpot, Salesforce basics)
- Online Collaboration Tools (Zoom, Microsoft Teams, Slack)
- Data Entry and Database Management
- Basic Website Content Management (WordPress)
- Spreadsheet Data Analysis (Excel Advanced Functions)

**Additional Qualifications:**

KEY (Key English Test) from British Council at the year of 2006

**Interests:**

- Traveling to explore new cultures
- Reading adventure and thriller novels
- Watching movies and documentaries
- Listening to music and podcasts
- Exploring different cuisines
- Photography and creative writing
- Attending cultural events and exhibitions
- Volunteering for community service
- Blogging about lifestyle and travel experiences

**Reference:**

Mohammad Shariful Islam  
Merchandising Manager  
NAO Japan BD(-44TT-)  
Phone: 01680164492

Jannat Hasan  
Operation Manager  
Bio-xin Cosmeceuticals  
Phone no.01640455801

Tahrima Miazee Trina



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Signature



BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, DHAKA  
BANGLADESH

Serial No. S 7088095

Registration No. 625096 /2005

DBCSC : 07046064



SECONDARY SCHOOL CERTIFICATE EXAMINATION, 2007

This is to Certify that Tahrima Miazee Trina

Son / Daughter of Md. Abul Kashem Miazee

and Hasina Mamataj

of Khailkur Badsha Miahagrani Bidyalaya

bearing Roll Chandana No. 11 78 61 duly passed the  
Secondary School Certificate (SSC) Examination in Science group and secured  
G.P.A 5.00 on a scale of 5.00.

His/Her date of birth as recorded in his / her registration card is Seventeenth August  
Nineteen Hundred And Ninety.

Dhaka

Date of Publication of Results : June 12, 2007.

Controller of Examinations

Note : This Certificate is issued without any alteration or erasure.



**BOARD OF INTERMEDIATE AND SECONDARY EDUCATION, DHAKA.**  
**BANGLADESH**

**Higher Secondary Certificate Examination, 2009**

Serial No. DBH **9091389**

DBCH 09099841



**ACADEMIC TRANSCRIPT**

| Letter Grade | Class Interval | Grade Point |
|--------------|----------------|-------------|
| A+           | 80-100         | 5           |
| A            | 70-79          | 4           |
| A-           | 60-69          | 3.5         |
| B            | 50-59          | 3           |
| C            | 40-49          | 2           |
| D            | 33-39          | 1           |
| F            | 00-32          | 0           |

Name of Student : *Tahrima Miazee Trina*  
 Father's Name : *Md. Abul Kashem Miazee*  
 Mother's Name : *Hasina Mamataj*  
 Name of Institution : *Dhaka Women's College*  
 Name of Centre : *Dhaka - 47, Rajuk Uttara Model School And College*  
 Roll No. : **10 06 36**  
 Group : *Science*  
 Registration No. : **999881 / 2007**  
 Type of Student : *Regular*

| SL. No.              | Name of Subjects | Letter Grade | Grade Point | GPA<br>(without additional subject) | GPA  |
|----------------------|------------------|--------------|-------------|-------------------------------------|------|
| 1                    | Bangla           | A            | 4           | 4.00                                | 4.60 |
| 2                    | English          | A            | 4           |                                     |      |
| 3                    | Mathematics      | A            | 4           |                                     |      |
| 4                    | Physics          | A            | 4           |                                     |      |
| 5                    | Chemistry        | A            | 4           |                                     |      |
| Additional Subject : |                  |              |             |                                     |      |
| 6                    | Biology          | A+           | 5           | GP above 2                          | 3.0  |
|                      |                  |              |             | 3.0                                 |      |

Date of Publication of Results : 25 July, 2009.

Controller of Examinations



NUPC 14- 0904530

# National University

Gazipur, Bangladesh



13-1101M075901

Roll No. : 9516016

Regn.No. : 1633481

Session : 2009-10

## PROVISIONAL CERTIFICATE

### Bachelor of Arts

This is to certify that

*Tahrima Nazee Trina*

of *Govt. Titumir College, Dhaka*  
obtained the degree Bachelor of *Arts* (Honours), majoring in  
*English* (Four Year Course) from this University in *2013*,  
and that he /she has obtained CGPA *2.51* on the scale of 4.00.

Printing Date: *February 22, 2016*

  
Controller of Examinations

N.B. This provisional certificate must be surrendered at the time of taking delivery of original certificate.



| INSTRUCTIONS:   |              |             |
|-----------------|--------------|-------------|
| Numerical Marks | Letter Grade | Grade Point |
| 80 and above    | A+           | 4.00        |
| 75 to 79        | A            | 3.75        |
| 70 to 74        | A-           | 3.50        |
| 65 to 69        | B+           | 3.25        |
| 60 to 64        | B            | 3.00        |
| 55 to 59        | B-           | 2.75        |
| 50 to 54        | C+           | 2.50        |
| 45 to 49        | C            | 2.25        |
| 40 to 44        | D            | 2.00        |
| <40             | F            | 0.00        |



UNIVERSITY OF DHAKA  
Grade Certificate/Academic Transcript  
Master of Arts (M.A.) Final Examination of 2014  
SUBJECT: ENGLISH (CODE- 1101)

Issue No. T-1118  
Date: 30/07/2018



The following are the grades obtained by : **TAHRIMA MIAZEE TRINA**

Name of the College : GOVT. TITUMIR COLLEGE - 6423

Registration No. 2013252104

Session: 2013-14

Examination Roll No. 11621

Student Type: Regular

| Paper Code          | Course Title                       | Credits | Letter Grade | Grade Point |
|---------------------|------------------------------------|---------|--------------|-------------|
| 311101              | Chaucer                            | 4       | B-           | 2.75        |
| 311103              | W. Shakespeare                     | 4       | B-           | 2.75        |
| 311105              | Modern Poetry                      | 4       | B-           | 2.75        |
| 311107              | Modern Drama                       | 4       | B-           | 2.75        |
| 311109              | Modern Novel                       | 4       | B-           | 2.75        |
| 311111              | Prose                              | 4       | C+           | 2.50        |
| 311113              | South Asian and African Literature | 4       | B-           | 2.75        |
| 311114              | Term Paper                         | 2       | A-           | 3.50        |
| 311116              | Viva-voce                          | 2       | C+           | 2.50        |
| TOTAL CREDITS & GPA |                                    | 32      | 2.78         |             |
| Result              |                                    | Passed  |              |             |

Result Publication Date : 13/5/2018

ADMINISTRATIVE BUILDING  
UNIVERSITY OF DHAKA  
NILKHET, DHAKA-1000  
BANGLADESH

Md. Ariful Islam  
Prepared By  
Date: 30/07/2018

Compared By  
Date: 30/07/2018

Deputy Controller of Examinations  
UNIVERSITY OF DHAKA