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G. P. Cha. 139/7, T. B. Gate, Mohakhali, Dhaka



ANIKA TABASSUM

Administrative Assistant

EDUCATION

Expecting graduation in March 2021/English Literature University of Dhaka, Dhaka

KEY SKILLS

An Understanding of SEO

Strong research skills

An ability to meet deadlines

SOFT SKILLS

Analytical thinking, planning

Strong communication

Problem solving

Team leadership

EXTRA-CURRICULAR ACTIVITIES

CHESS CLUB / 2018

ANIMAL RESCUE TEAM / 2017

CERTIFICATIONS

HSC / 2014
New Govt. Degree College /
Rajshahi

SSC / 2012
Prosadpur Girls High School /
Rajshahi

CAREER OBJECTIVE

Diligent English Literature major(3.00 GPA) currently attending Govt. Titumir College, with 1+ years of writing experience, aim to leverage my proven knowledge of SEO, SEM and marketing skills to successfully fill the Content Writer role at your company. Frequently praised as focused and hard-working by my peers, I can be relied upon to help your company achieve its goals.

PROFESSIONAL EXPERIENCE

Social Media Copywriter

Probashi / Mohakhali, Dhaka / 2020 - Present

- Write to customers in their terms and on their level so that the advertiser's sales message is more readily received.
- Write advertising copy for use by publication or internet media to promote the sale of goods and services.
- Vary language and tone of messages based on product and medium.
- Edit or rewrite existing copy as necessary, and submit copy for approval by supervisor.
- Invent names for products and write the slogans that appear on packaging, brochures and other promotional material.
- Discuss with the client the product, advertising themes and methods, and any changes that should be made in advertising copy

Ghostwriter

Freelance / Mohakhali, Dhaka / 2019 - Present

- Present drafts and ideas to clients.
- Write articles, bulletins, sales letters, press releases, speeches, and other related informative, marketing and promotional blog posts.
- Write journal articles, research papers, student thesis and essays.
- Proofread and edit a wide assortment of documents.