

## CURRICULUM VITAE

### ZARIN TASNIM URVI

Address: House No-22, Road No-7, Uttara Sector-4, Dhaka

Email: [shaheer.karim.164@gmail.com](mailto:shaheer.karim.164@gmail.com)

Cell: 01622460406



### CAREER OBJECTIVE

Pursue a successful career through devotion, commitment and hard work with an opportunity to learn, enrich my knowledge, enhance and deliver my skills, while working with the professionals towards the development of a company.

### WORK EXPERIENCE

**\*Founder & Administrator SHUMI'S COLLECTION (Online Clothing Platform) | URVI's VLOG (Canvas Painting) (Self-employed/Entrepreneurial role directly linked to the job requirements)**

- **Customer Interaction Management:** Managed all social media (Facebook) inbox messages and comments, ensuring prompt (quick) and professional responses to enhance customer satisfaction.
- **Order Confirmation & Processing:** Efficiently collected necessary data (Name, detailed Address, Mobile Number, Product specifics) to **confirm all incoming orders** accurately and without error.
- **Daily Reporting:** Maintained a primary log of daily orders, cancellations, and frequently asked questions (FAQs) for record-keeping and business analysis.

### EDUCATIONAL QUALIFICATIONS

Course	Name of Institution	University/Board	Specialization/Group	Passing Year	Result
Bachelor in Business Studies (BBS)	Nasirabad Women College	Chattogram	Business Studies	2015	3.5 (2 <sup>nd</sup> Division)
Higher Secondary Certificate (HSC)	Enayetbazar Women College	Chattogram	Business Studies	2010	GPA-3.00 out of 5.00
Secondary School Certificate (SSC)	Railway Public High School	Chattogram	Business Studies	2008	GPA-3.69 out of 5.00

## **CERTIFICATE TRAINING SUMMARY**

- Training Title: Fashion Designing
- Institution: Design Academy Bangladesh
- Year: 2015
- Duration: 1 Year
- Specialism : Fashion Theory, Sewing technology, Color, Pattern, Illustration, Garment technology, Textile, Fabric Structure & design, Fashion Show & Portfolio.

## **COMPUTER PROFICIENCY**

- Expert in Microsoft Word, Microsoft Excel, Powerpoint, Browsing and other relevant work based on internet.

## **LANGUAGE LITERACY**

- Good command over writing, speaking, listening and reading in both Bangla and English.

## **PRACTICAL KNOWLEDGE**

- Practical knowledge in clothing business, Founder of SHUMI's COLLECTION, an online based clothing platform for Women & Kids.
- Started a new business on Canvas painting, an online based marketing named URVI's VLOG

## **PERSONAL INFORMATION**

Father's Name : Shah Misbahur Rahman  
Mother's Name : Hasina Rahman  
Permanent Address : House No-22, Road No-7, Uttara Sector-4, Dhaka  
Date of Birth : 16<sup>th</sup> April, 1992  
Religion : Islam  
Gender : Female  
Marital Status : Married  
Blood Group : B+  
Nationality : Bangladeshi

## **REFERENCE**

References will be furnished upon request.