

Tanzin Enam

Virtual Assistant

Tanzin Enam

Motijheel
Dhaka, Bangladesh

+8801627708214
tanm0350@gmail.com

Skills

Data Entry, Web Research, Transcription, Email Management, Calendar Management, English

Experience

Mobicentrum/ Virtual Assistant

Jan 2022-August, 2022, Remote

Data Entry and various administrative tasks

Freelancer.com/Freelancer

March, 2021-Present

Tuttifrutti Interactive/Intern

Mar 2021-Jul 2021, Remote

Data Mining and Data Analytics

Education

BGB Law College/L.L.B

April 2021- Present, Dhaka

University of Dhaka/B.S.S(Politics)

December 2018, Dhaka

Tools

-Google Spreadsheet, Docs

-Loft 2.0

- Slack
- Quickbooks online(Basics)
- Trello

Linkedin Profile

<https://www.linkedin.com/in/tanzin-enam-8b327a20a/>