



# TANBIR KHAN

## Professional Virtual Assistant

I'm a dedicated and versatile Virtual Assistant with 08 years of experience supporting businesses and entrepreneurs across a variety of industries. My goal is to provide efficient solutions that streamline operations, manage administrative tasks, and allow my clients to focus on growing their business.

## Contact



[WhatsApp](#)



[email.tanbir@gmail.com](mailto:email.tanbir@gmail.com)



[www.tanbirkhan.com](http://www.tanbirkhan.com)

## Education

### ● Master's in Finance and Banking

International Islamic University, Chittagong

2011-2013

Chittagong, Bangladesh

### ● Master's in Management

National University

2011-2012

Chittagong, Bangladesh

## Skills

Proficient in Microsoft Office

Experience with project management

Basic knowledge of graphic design

problem-solving abilities

Critical thinking

Teamwork with motivation

Strong Organizational Skill

Excellent Communication

Well known Web Designing Method

## Language

English

Bangla

## Experience

### ● Administrative Support

- Data entry, Copy-paste, and Data collection.
- Email management and Lead collection.
- Calendar scheduling.
- Document preparation (reports, presentations, word, spreadsheets).
- Project management.

### ● Social Media Management:

- Facebook Marketing
- Google Ads
- Youtube Marketing
- Search Engine Optimization
- Keyword Research
- Content Writing.

### ● Website Development

- Landing page Design (Elementor)
- One-page Portfolio editing (Elementor)
- Dropship Website Design (Elementor)
- Blogging Website Design (Elementor).
- Product Listing.

## Testimonials:

### Client Testimonial 1:

*"Working with Tanbir has fundamentally changed our company. His attention to detail and efficient handling of administrative tasks has enabled us to focus on more strategic aspects."*

### Client Testimonial 2:

*"Tanbir is a reliable and proactive virtual assistant. His commitment to delivering quality work and excellent communication skills make her a valuable addition to any team."*

## Portfolio:

