



LATIF TAJ NOOR

Student

CONTACT

PHONE:
+8613291603720

LinkedIn:
[linkedin.com/in/latif-taj-noor-5b95b9129](https://www.linkedin.com/in/latif-taj-noor-5b95b9129)

Wechat:
TajNoor7

EMAIL:
Latif.tajnoor@gmail.com
3671421570@qq.com

Address:
Linhai, China 31700

Objective:

Hardworking and passionate Job seeker with strong organizational skills eager to secure entry-level position. Ready to help team achieve company goals. Organized and dependable candidate, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Dedicated with Excellent experience in industry. Maintains professional appearance and demeanor and expertly completes assigned tasks with focus on quality. Dependable and quick-learning team player with effective communication and organization skills.

Work History:

2024.09 -
Present

Minister of News & Publicity Department

Taizhou University International Student Union (TUISU), Taizhou University, Linhai, Taizhou, Zhejiang, China.

- Developed and oversee newsletters, posters, banners, and other promotional material.
- Lead and guide team members in Publicity Department.
- Delegate tasks effectively to ensure all aspects of the department's work are covered.
- Handled sensitive information carefully, maintaining professionalism and confidentiality.
- Design Publicity strategies to promote upcoming events and initiatives effectively.
- Innovated new ways to engage the audience, such as video campaigns, interviews.
- Managing University official Facebook Page, Instagram Page and YouTube Channel.

2023.11-
2024.09

Member of News & Publicity Department

Taizhou University International Student Union (TUISU), Taizhou University, Linhai, Taizhou, Zhejiang, China.

- Assisted in creating promotional materials, such as posters, banners, and newsletters.
- Contributed to writing and editing articles, announcements, and event summaries.
- Supported the design and layout of digital and print content.
- Created engaging post, stories, and videos to promote university events and activities.
- Participated in documenting events through photography
- Helped maintain an archive of photos, videos and other publicity materials.

SKILLS

Social Media Management
Content Creation &
Copywriting
Event Coverage & Promotion
Teamwork and Collaboration
Designing
Web Development

LANGUAGES

Bengali
English
Urdu
Hindi
Chinese

INTERESTS

Gaming
Designing
Drawing & Painting
Computer
Photography
Cinematography

2024.09 -
2024.12

Class Teacher Assistant

Taizhou University, Linhai, Taizhou, Zhejiang, China.

- Conducted weekly review session to help students prepare for exam.
- Prepared reports and maintained administrative records.
- Assisted with school field trips and special events by collecting permission slips and payments.
- Helped teacher prepare instructional material and displays
- Graded and provided feedback on assignment.
- Took part in professional development workshop to boost skills.
- Helped teacher for the data entry of the freshmen students.
- Took in-charge for all the freshmen student arrival at the university.

2017.01 -
2019.12

Sales Representative

Xiaomi Bangladesh Co., Dhaka, Bangladesh

- Answered customer questions about products and services, helped locate merchandise and promoted key items.
- Developed strong rapport with customers and created positive impression of business.
- Built customer loyalty and retention by delivering excellent shopping experiences.
- Monitored customers for signs of security concerns and escalated issues to management.
- Maintained up-to-date knowledge of store sales, payment policies and security standards.
- Delivered energetic responses to customers in-store and by telephone, going above and beyond to serve needs.

Education:

2017.01 -
2019.01

High School Degree: Science Education

Mohammadpur Govt. College – Mohammadpur, Dhaka-1207

2015.01 -
2017.01

Junior School Degree: Science Education

Mohammadpur Model School & College-
Mohammadpur, Dhaka-1207

2023.09 -
Present

Bachelor of Science: Computer Science & Technology

Taizhou University- 605 DongFeng Avenue, Linhai, Taizhou, Zhejiang, China.