Seeking a long term career in a multinational company with a stable environment which can benefit from my professional experience, positive interaction skills where my eight+ years’ experience can contribute in the company’s overall growth

PERSONALITY TRAITCAREER OBJECTIVE

[**Aliya.275035@2freemail.com**](mailto:Aliya.275035@2freemail.com)

I am a person with full of zest and vigor and would like to take up challenges and fulfill them to the Best of my abilities and live up to my dreams and Expectations.

Personally I believe that my die-hard attitude will contribute towards positive thinking in a vast group. My relationship with others is the biggest positive character that is embedded in me and will stand me in good stead in any Organization.

*And I seek opportunities to work in an environment which is offering a career development in 360 degree and to take up challenging assignments where I can contribute to the organizational growth.*

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Date of Birth **14th August 1987**

Nationality **Indian**

Languages known **English, Hindi, Urdu & Telugu**

(to speak, read & write)

MS Office **well versed**

Oracle **Mid Knowledge related to PR, PO, Invoicing & generating reports**

Marital Status **Married**

Dependants **Two**

PERSONAL INFO

* Multi-tasker, warm-toned, organized.
* Ability to work independently as well as to blend in a team.
* Great desire and commitment to serve customer, client and company.
* *Strong understanding of customer and market dynamics and requirements.*
* Practical approach to problems and tackle the situation.
* Strong verbal and written communication skills.
* Quickly learning ability and adaptability (Quick update).
* Workaholic in true sense.

SKILL SETS

ACADEMIC QUALIFICATION

* Pursuing PG diploma in Business Management(HR) from Annamalai University
* Graduate with BSC (MPCS) from Vanita Maha Vidyalaya (Hyderabad) with 1st class.
* Intermediate with MPC from Swamy Vivekananda Jr. College (Kurnool) with Distinction.
* SSC from St.Annes High School (Bethemcherla) with Distinction.
* BPO/CALL CENTRE Training through NIIT, organized by Ministry of Social Justice and Empowerment 2007.
* Beautician Course from Fairy Princess Institution in the year 2004.
* Well versed with MS office, possess basic practical knowledge of Oracle (limited to sales).

PROFESSIONAL QUALIFICATION

WORK EXPERIENCE

**Latest Experience:** **DARPAP – A division of DARVESH GROUP, Dubai**

Darvesh group, a 100 year old independent family business has diversified its business into manufacturing, trading and technology is spread with operations in Middle East, Asia, Africa, Europe and Russia.

Darpap- A paper trading business venture of Darvesh Group which is offering a complete range of printing and packaging consumables spread into Middle East, South Africa and Nigeria.

*Job Profile: 10 Feb 2013- till date*

* **Working as an Sales Coordinator/Admin**
* Depending on the organization, duties of my role usually extend to the management related to work into Secretarial, HR, Administration, Customer handling and Purchase.
* **Handling the Sales activities** - Coordinating with customers & their enquiries, pre & post order follow ups, preparing quarter requirements of division & coordinating with suppliers/mills, getting quotations, preparing PR’s.
* **Handling the Administration work of Division -** Coordinating with staff & Head office regarding staff’s leaves, annual & final settlements, personal loans, payrolls, new recruitments, posting ads, sourcing cv’s, visa follow-ups and other administrative works, local purchases, petty cash, accessing the master mail and ensuring every email is answered by the concerned mail receiver, delegating tasks to the concerned staff, supervising & monitoring the work, maintaining a soft copy of every in and out doc/file.
* **Handling secretarial works related to COO** (like organizing cabin, day to day activities, meetings, recording & taking MOM, mail drafting, arranging appointments, Travel (flight n hotel bookings) & conducting interviews, maintaining all the confidential information required, filing & documenting).
* To organize physical conditions in the office so as to create proper environment and to establish proper authority relationship among members of the work group.

**Experience 2:** **KHAZANA GROUP, Hyderabad, India**

Khazana Group is a modern retail enterprise operating in the lifestyle home furniture & Interior space which has an in-depth experience about the design and utilitarian of customized designing and beautifying homes.

*Job Profile: 04 Nov 2009- 20 Aug 2012*

* **Worked as a Sales Manager**
* Research and analyze merchandising trends and consumer needs
* Supervise and train personnel for the new joiners
* Handling the customers & designers, administration and important sales deal.
* Recognizing the potentials of a customer and accordingly chart out a deal to benefit both the customer and the organization equally.
* Have in depth knowledge of the product to be able to explain the pros and cons of the product to a customer and demonstrate the various functionalities of the product.
* Getting a proper display of Furniture along with the accessories, so as to attract a client’s interest
* Apply statistical procedures to sales forecasting
* Providing timely, accurate, competitive pricing on all completed prospect submitted for pricing and approval for projects, while striving to maintain maximum profit margin.
* Maintains accurate records of all pricings, sales & activity reports submitted by Account Dept

**Achievement:**  \* Promoted as **a Manager from Sales Admin** within a year & half of joining

\* Twice increment in the month of Jan 2012

\* Was given Best Employee for Maximum conversion for Interiors, also became employee for the month many times

**Experience 3: EXPLORER TRAVEL ACADEMY, Hyderabad, India**

A training academy having tie-up with Virgin Atlantic Airways(UK) & Galileo offering a wide range of [courses](http://www.avalonacademy.in/courses/index.html) leading to careers in Aviation, Hospitality and Travel & Tourism maintaining [education standards](http://www.avalonacademy.in/why-avalon/quality-education.html) & providing job [placement assistance](http://www.avalonacademy.in/placements/index.html).

*Job Profile: 22 Oct 2007- 1 Jun 2009*

* **Worked as a Assistant Manager as well as Counselor**
* Ensuring good intake for each course and monitoring students grooming.
* Introducing new promotional techniques and giving innovative ideas to the Head

for the development of the Institution.

* Handling enquiries…telephone/walk ins/website/Just dial/old students
* Coordination with faculty and administrator and accounts.

**Achievement:** \* Twice increment of my salary within a year of joining

\*Became the Star Counselor for 3 consecutive months and was awarded an extra salary and incentives on my performance of reaching the targets and promoted as an Assistant Manager.

**Experience 4:** **Indo Overseas Education Pvt Ltd, Hyderabad, India**

A specialized educational consultant in India counseling more than 1100 students every year and placing them in various educational institutions all over the world.

*Job Profile: Oct 2006- Sep 2007*

* **Worked as a Counselor as well as a Tele Counselor**
* Counseling the students over the phone and getting their interest to make a Walk-in, and convincing for admissions discussing about the Universities in USA depending upon their Educational Qualifications/GRE/TOEFL scores.
* Follow up procedures, reporting and explaining the students about the documents required and assisting them regarding the same, filling the Application Forms for the Universities and helping them to get admissions & then visas.
* Handling the work of Documents Incharge/ Reception whenever required.