**CURRICULUM VITAE**

**ABDUL**

[**ABDUL.337955@2freemail.com**](mailto:ABDUL.337955@2freemail.com)

**PROFESSIONAL SYNOPSIS**

A positive and self-motivated professional with good communication, sales & marketing and client facing skills, can work with minimal supervision to effectively manage the targets.

Flexible and service oriented, adaptable to change in work environment, project scopes and roles.

Good at building client relationship and building confidence in short timelines.

**EXPERIENCE SUMMARY**

**July’2011 to June'2012 at SAI PRASAD PROPERTIES LIMITED**

**Designation :** Trainee Sales Executive

**Job Role:**

* Regular sale analysis in accordance to achieve target.
* Monthly Come & Forward Department (C&F) visit to complete closing session.
* Regular audit to ascertain our sales criteria.
* Understand competitors’ activities and evolving new strategies in order to increase market share.

**July’2015 to JAN'2017 at COGNIZANT TECHNOLOGY SOLUTION**

**Designation :**  Facility Executive

**Job Role:**

* Provide a single point of contact within the facility for gathering or disseminating information concerning facilities-related issues.
* Administer University key-control policy and control and record the distribution of keys within assigned facility.
* Take charge of emergency evacuations.  Ensure all occupants have evacuated to the proper area when required.
* Initiate work order requests for building and installed equipment maintenance.
* Refer requests for telephone service/repairs to the Telecommunications Office.

**EDUCATIONAL QUALIFICATION**

* **MBA (Master of Business Administration) (Major – Human Resource Management, Minor –Marketing Management ) (2012-14)**  from **Babu Banarasi Das Northern India Institute of Technology** Lucknow UP.INDIA.
* **Major** – Human Resource Management  **Minor** –Marketing Management
* **BBA (Bachelor of Business Administration) (2009-2012)** from **DAYANAND ACADEMY OF MANAGEMENT STUDIES, Kanpur** UP.INDIA.
* Intermediate from **B.N.R.S.P.I.C. Kashipur Allahabad** in the year of 2009.
* High School from **M.G. Inter Collage Jonihan Fatehpur** in the year of 2006.

**SUMMER INTERNSHIP**

* **Internship:- @ BBA**

Company : HDFC BANK

Duration : 04 Months

Department : Marketing Management (trainee)

Project Title :“THE CONSUMER BEHAVIOUR REGARDING PERSONAL LOAN.”

* **Internship:- @ MBA**

Company : GETIT INFOMEDIA (P) LTD.

Duration : 02 Months

Department : Marketing Management (trainee)

Project Title : “SCOPE OF DIGITAL MARKETING FOR SMEs”

**TRAINING**

**Personality Development Trainings by:-**

* **Randstad** in year 2012 on the topic-**Personality Development and Grooming.**
* **Reliance** in year 2013 on the topic- **Banking Awareness.**
* **Future Group** and **NSDC** (National skill Development Corporation) in year 2014 on the topic- **STAR Certification Program for Association**.

**COMPUTER PROFICIENCY**

**Course: PDCAM** (Professional Diploma in Computer Application and Office Management) From **LYCOS COMPUTER EDUCATION CENTER**, Kidwai Nagar Kanpur. Reg. with Govt. of NCT of Delhi. =16th Months.

**Environment:** Windows XP, Windows7, Windows8, Windows10

**Web Tools:** H.T.M.L.

**Office Automation:** MS OFFICE 2003, 2007, 2010

**Other Tool:** TALLY

**ACHIEVEMENTS & CO-CURRICULAR ACTIVITIES**

* Awarded Certificate in **KANPUR WALKS FOR PARIVERTAN** as a step towards **SOCIAL RESPONSIBILITY** at **Green Park Stadium** Kanpur India.
* Awarded Certificate in **WALKATHON at Dr. VIRENDRA SWARUP EDUCATIONAL FOUNDATION** Saket Nagar Kanpur India.
* Awarded Certificate in **BBD Utkarsh in Cultural activity** at BBD Stadium Lucknow India.

**HOBBIES**

* Computer Surfing.
* Travelling, interacting people And Team Leading.
* Increasing knowledge.
* Playing Game.

**PERSONAL DETAILS**

Date of Birth : 10th March 1992.

Marital Status : Single

Nationality : Indian

Passport Detail : Valid till 23 September 2024

Languages Known : English and Hindi

**DECLARATION**

I hereby declare all the particulars given above are true to the best of my knowledge.