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| **CURRICULUM VITAE**  **ABDUL**  **20170131_152717 - Copy.jpg**  **Contact Information:**  [**ABDUL.339841@2freemail.com**](mailto:ABDUL.339841@2freemail.com)  **PERSONAL DETAILS**  **Date of Birth:** 10th March 1992.  **Marital Status :** Single  **Nationality** : Indian  **Languages Known: English and Hindi** | **OBJECTIVE**  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.  **WORK 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’2014 to JAN'2017 at COGNIZANT TECHNOLOGY SOLUTION INDIA LIMITED**  **Designation : Aadministrative assistant**  **Job Role:**   * Answer and direct phone calls. * Organize and schedule appointments. * Plan meetings and take detailed minutes. * Write and distribute email, correspondence memos, letters, faxes and forms. * Assist in the preparation of regularly scheduled reports. * Develop and maintain a filing system. * Update and maintain office policies and procedures. * Order office supplies and research new deals and suppliers. * Book travel arrangements. * Provide general support to visitors.   **AREAS OF SPECIALIZATION**  **Major** –Marketing Management **Minor** – Human Resource management  **PROFESSIONAL QUALIFICATION**   * **MBA (Master of Business Administration) (2012-14)** from **Babu Banarasi Das Northern India Institute of Technology** Lucknow Affiliated to **GBTU** UP.INDIA. * **BBA (Bachelor of Business Administration) (2009-2012)** from **DAYANAND ACADEMY OF MANAGEMENT STUDIES, Kanpur** Affiliated to **CSJM University** Kanpur) **UP.INDIA.**   **ACADEMIC QUALIFICATIONS**   * Intermediate (**B.N.R.S.P.I.C. Kashipur Allahabad)** from **U.P. Board** in 2009. * High School **(M.G. Inter Collage Jonihan Fatehpur)** from **U.P. Board** in 200   **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. * Awarded Certificate in **WALKATHON at Dr. VIRENDRA SWARUP EDUCATIONAL FOUNDATION** Saket Nagar Kanpur. * Awarded Certificate in **BBD Utkarsh in Cultural activity** at BBD Stadium Lucknow. |
| **HOBBIES**   * Computer Surfing. * Travelling. * interacting people * Team Leading. * Increasing knowledge. * Playing Game. | **TRAINING ATTENDED**  **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.   **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”  **RESEARCH REPORT**  **Research Report:-**  Company : ICICI BANK (Lucknow)  Department : Marketing Management  Project Title :“THE CONSUMER BEHAVIOUR REGARDING PERSONAL LOAN’’  **LANGUAGE**   |  |  |  | | --- | --- | --- | | **S.No** | **Language** | **Command Status** | | 1. | English | Read, Write & Speak | | 2. | Hindi | Read, Write & Speak |   **DECLARATION**  I hereby declare all the particulars given above are true to the best of my knowledge. | |