**Azeeza**

**E-Mail**: azeez-394337@2freemail.com

**JOB OBJECTIVE**



In quest challenging assignments in Operation/ Business Development Activities/general Administration/ Sales Coordinator with leading organizations.

**PROFILE SUMMARY**

* Back Office Operations, Sale Coordination, general Administration, Key Account management, Technical Documentation,

Customer Relationship Management, Team Management and coordination

* Relationship building;
* Researching the market and related products;
* Presenting the product or service in a structured professional way.
* An implementer with deftness in effectuating strategies, driving teams to ensure successful management of operations
* Adept in sourcing right person for the suitable job using strategic sourcing from different target areas
* Abilities in maintaining high discipline as well as norm adherence, coordinating with superiors for cross-teams and innovative suggestions to improve operational functioning
* An effective communicator with good convincing, interpersonal and analytical skills

**CORE COMPETENCIES**

* Maintaining and developing relationships with existing customers in person and via telephone calls and emails;
* Cold calling to meetings with potential customers to prospect for new business;
* Responding to incoming email and phone enquiries;
* Acting as a contact between a company and its existing and potential markets;
* Negotiating the terms of an agreement and closing sales;
* Gathering market and customer information;
* Planning, directing & coordinating various programs, services and initiatives to ensure that all unit activities are integrated in line with the overall mission, goals & policies of the organization
* Mapping business requirements, coordinating in implementing processes in line with pre-set guidelines
* Designing and developing job descriptions/key result areas for executives
* Ensuring customers being served in a professional manner by constantly evaluating current work processes
* Creating and sustaining a dynamic environment that fosters development opportunities & motivates high performance in team members

**WORK EXPERIENCE**

**Jun 2018 – till date**

**Business Development Manager (India)**

* Reached out to potential customers via telephone, email and in-person inquiries.
* Ensured that client inquiries were handled professionally and efficiently
* Negotiated, prepared and signed contracts with customers.
* Created reports and presentations detailing business development activities.
* Scheduled promotional activities in accordance with available inventory and staff resources.
* Identified distributor challenges related to corporate service offerings in order to formulate potential solutions.
* Developed new business by networking with valuable customers.
* Researched and identified opportunities for growth.
* Collaborated with peers in other company departments including marketing and sales.



* Collaborated with company departments to develop new strategies to capitalize on emerging customer and market trends.
* Identified issues and crafted unique and immediate solutions to remedy them.
* Worked with existing customers to increase purchases of products and services.
* Participated and actively engaged in strategy meetings with other department members.
* Identified and pursued valuable business opportunities to generate new company revenue and improve bottom line profit.

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| **PREVIOUS EXPERIENCE** |  |
| **Apr’17- Jun’18** |  **as Supervisor- Business Development & Client Relations.** |
| **Apr’16 – Mar’17** |  **as Business Executive** |
| **Nov’15 – Mar’16** |  **as Sales Coordinator.** |
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| **EDUCATION** |  |
| **2012-15** | **B.Sc. in Information Technology from Siena College of professional Studies, Eranakulam(KL).** |
| **2011** | **Plus Two (State Syllabus) from GHSS Minicoy, Lakshadweep.** |
| **2009** | **SSLC from CMGHS Poojappura, Trivandrum (KL).** |
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| **IT SKILLS** |  |



* **Well versed with MS Office, Windows 97/2000/XP, Internet Applications**

**PERSONAL DETAILS**

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| **Date of Birth:** | **13th March, 1993** |
| **SEX:** | **Female** |
| **Marital Status:** | **Married** |
| **Languages Known:** | **English, Hindi ,Malayalam and Mahl** |

