



Saqib Sakib

generalist practitioner le #marketing

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Bangalore, India

www.about.me/sacib

sakibonskype

Multi-faceted management practitioner with ~(bq+dp-pd=qb) years of varied experience. I would ideally love to work in multi-cultural, mission-driven organisation which offers opportunities to individuals with leadership capability.

KEY COMPETENCIES

Research //Secondary

\$ Team Management

Marketing-Management [Codex]

Business-Plans *

WWW!

Philosophy(Active)

Data Analysis ^

KEY WORK EXPERIENCE

Admin Assistant

India Builders Corporation

08/2018 – 02/2011

www.ibc.co.in

"One of the renowned Property Developers in Southern India which has developed aesthetically constructed space spanning over 15 mil. sqft."

Achievements/Tasks

- Assisted management in preparing, filing, organizing, retrieving data by creating information model.
- Led the effort of minimizing Cost of Printing at office by restricting default printer settings to "print both sides".
- Assisted management in decision-making concerning customer centered issues.
- Administered payments received from customers due towards their electricity & maintenance accounts.

Customer Service Associate

FIL India Business Services Pvt. Ltd.

11/2013 – 11/2014

<https://www.fidelity.co.uk>

Captive Unit of the MNFSC – Fidelity Worldwide Investments.

Achievements/Tasks

- Investigated customer grievances and resolved queries, concerns, complaints regarding their cross-platform re-registration & transfer of mutual fund investments.
- Engaged with and motivated fellow employees to be proactive and work-centric leading to higher efficiency and improved quality benchmarks.
- Liaised with financial advisers and industry partners over phone, through fax, letters, emails to ensure that the resolution is reached within respective service level agreement time-frame.
- Involved in number of changes in the management practices brought to fore through constructive criticism and active feedback.
- Participated in organizing and managing events related to Corporate Social Responsibility of the company.

Internship

Exchange4media

02/2013 – 04/2013

<https://www.exchange4media.com>

"A publishing house, known for quality publications for marketing, advertising and media professionals."

Achievements/Tasks

- Invited Chief Marketing Officers of 200+ Indian companies for an event – "The CMO League"; over phone, email.
- Assisted the senior management in preparing database and contacted editors of the news industry for a workshop – 'Reporting on business in a globalized world' organized by Canadian High Mission.

KEY WORK EXPERIENCE

○ Internship

CellStrat

10/2010 – 02/2011

"India's leading consulting and training firm in emerging areas of Artificial Intelligence and Deep Learning."

www.cellstrat.com/

Achievements/Tasks

- Designed banners for events using Corel Draw Software Application
- Created website template for an event using html5 template

QUONDAM SCHOOLING

○ Post Graduate Diploma in Management / MBA

Integrated Institute for Learning in Management / IGNOU

06/2009 – 05/2011

<https://www.iilm.edu> ; www.ignou.ac.in

Best Rank

- Economic Environment & Policy
- Information System for Managers
- Strategic Management
- E-Business Strategy
- Marketing Communication & Advertising
- Human Resources Management
- Product & Brand Management
- Business Communication
- Consumer Behavior
- Sales Management

○ Bachelors in Business Management

Sri Bhagwan Mahaveer Jain College, Center for Management Studies

06/2005 – 06/2008

<https://www.cms.ac.in>

Best Rank

- Marketing Management
- International Business
- Business Communication
- Business Research Methodology

○ Higher Secondary Schooling

Iqbal Memorial Institute

10/2002 – 10/2004

www.iqbalmemorialinstitute.com

Courses

- Physics
- Biology
- Chemistry
- English

○ Schooling

New Era Public School

10/1989 – 10/2001

www.newerapublicschool.in

Courses

- Multiple credentials

PRINCIPAL PROJECT(S)

Marketing Kashmir to International Tourists Effectively (08/2012 – 01/2013)

- The objective of the study was to analyze the concept of Destination Marketing and ascertain how Kashmir as a tourist destination could be marketed to International tourists effectively.

Customer Satisfaction at Shifa Hospital. (01/2008 – 04/2008)

- The focus of the study was to understand the perception of the patients towards the services offered and gain an insight into patients expectations.

SALIENT AWARDS

Winner – SKYE Business Plan Competition
(06/2012 – 08/2012) [↗](#)

Compiled, presented and won the Business Plan Competition organized by J&K Entrepreneurial Development Institute and Mercy Corps, Kashmir – for starting an online travel agency.

Capstone Business Simulation Program –
www.capsim.com/capstone (08/2010)

In the renowned Business Simulation training program, I generated \$317 million in revenues & \$91million in cumulative profit and scored 725 points in CapSim Exam.

CERTIFICATIONS

Cambridge University International Examinations,
Diploma (08/2006 – 12/2006)

Awarded Diploma by Cambridge University, International Examinations for the module based on Customer Care.

Letter of Recommendation by Company President
(02/2013 – 04/2013)

Received Letter of Recommendation from the company president for contribution towards project accomplishments.

VERNACULARS|LEXICONS ^{oa}

English{UV.} ☒ ☒ ☒ ☐ ☐

English[IN.] ☒ ☒ ☐ ☐ ☐

Arabic
(Intermediate) ☒ ☐ ☐ ☐ ☐

English(U.S.) ☒ ☒ ☒ ☐ ☐

Urdu(Generic) ☒ ☒ ☒ ☐ ☐

Chinese(Beginner) ☒ ☐ ☐ ☐ ☐

SUPPORTED CAUSES

UNDP

SMILE Foundation

INTERESTS

How Stuff Works!

Literature

Playing Games

Who Dun It*

DISCLAIMER

Do not forget to check the online social profiles. And most importantly, please make sure that your connection to the inter-network web is private, secured and devoid of any interference :)