

SAQIB SAKIB

Generalist Practitioner #marketing

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🌐 <https://about.me/sacib>

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📍 Bengaluru



KEY PROFESSIONAL EXPERIENCE

Admin. Assistant

IBC

📅 10/2018 - 11/2019 📍 Bengaluru

🌐 www.ibc.co.in

Company Description

- Assisted management in preparing, filing, organizing, retrieving data by creating information model.
- Led effort of reducing Cost of Printing at office by restricting default printer settings to "print both sides".
- Resolved customer queries and complaints by investigating and applying data driven methodologies.
- 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 📍 Gurgaon, India

🌐 <https://www.fidelity.co.uk>

Captive Unit of the Financial Services Company – Fidelity Worldwide Investments

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

Internship

Exchange4media

📅 02/2013 - 04/2013 📍 Noida, India

🌐 <https://www.exchange4media.com>

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

- Invited Chief Marketing Officers of 200+ Indian companies for the event – 'The CMO League'; via telephone and email.
- Assisted the senior management in preparing the list and contacting editors of the news industry for a workshop – 'Reporting on business in a globalized world' organized by Canadian High Mission.

SUMMARY

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

STRENGTHS

📊 Marketing Management [Codex]

During my study at IILM, I was acquainted with the secrets of marketing management ;)

₿ Business Plans *

I formulated plans and mastered the formula for business plans that work.

🚩 CSR Initiatives!

While working at Fidelity Worldwide Investments, I realized the importance of CSR and have since been involved in one or other Social development Initiatives.

⚡ Philosophy {active}

Result of life long study of Books or divine grace from GOD?

↓^A/_Z Research // Secondary

We, primates are equipped with senses that have enabled us to comprehend & create models!

🧩 Data Analysis

Result of interacting with magical machines called workstations =

KEY PROFESSIONAL EXPERIENCE

Internship

CellStrat

10/2010 - 11/2011 New Delhi, India
www.cellstrat.com

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

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

Sales and Marketing Executive

Omaxe Ltd.

06/2011 - 08/2011 New Delhi, India
www.omaxe.com

One of India's leading real estate companies.

- Generated sales leads through outbound calling, real estate agent tie-ups, trade shows.
- Attended to the customers and handled the on-site marketing office in the absence of the manager.
- Collected the competition pricing data by conducting field survey.

EDUCATION

Master of Business Administration

Indira Gandhi National Open University

2009 - 2013 New Delhi

- Human Resources Management
- Sales Management

Post Graduate Diploma in Management

Integrated Institute for Learning in Management

07/2009 - 05/2011 New Delhi

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

Bachelor of Business Management

Center for Management Studies, Bengaluru University

08/2005 - 06/2008 Bengaluru

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

SKILLS

~ Programming



Wireframes and Mockups ^



\$ Team Management



KEY PROJECTS

Startup Kashmir Business Plan Competition

10/2012 Srinagar

Business Plan Competition organized by Mercy Corps.

- Completed the workshop on 'Starting and running a venture'.
- Presented and won the Business Plan Competition for an online travel company.

Marketing Kashmir to International Tourists Effectively

2013 New Delhi

Project Dissertation - MBA

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

Patient Satisfaction at Shifa Hospital

01/2008 - 04/2008 Bengaluru

Short summary of your work

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

Capstone Business Simulation Programme

10/2010 - 02/2011 New Delhi

https://www.capsim.com/capstone

Management Simulation Inc, USA

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

EDUCATION

Higher Secondary Schooling

Iqbal Memorial Institute

📅 10/2002 - 10/2004

- Physics
- Chemistry
- Biology
- English

Schooling

New Era Public School

📅 10/1989 - 10/2001 📍 Srinagar, India

- Multiple Credentials

LANGUAGES

English

UNIVERSAL



English

U.S.



English

IN



Statistics

Intermediate



Economics

Beginner



Chinese

Beginner



Arabic

Beginner



Urdu

Advanced



KEY PROJECTS

Winner – SKYE Business Plan Competition

📅 06/2012 - 08/2012 📍 Srinagar, India

Short summary of your work

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

Cambridge Diploma for the module based on Customer Care

📅 06/2006 - 02/2011 📍 Bengaluru, India

Short summary of your work

- Secured diploma in Customer Care through University of Cambridge – International Examinations.