SAQIB SAKIB

Generalist Practitioner #marketing

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% https://about.me/sacib

9 Bengaluru



KEY PROFESSIONAL EXPERIENCE

Admin. Assistant

IRC

10/2018 - 11/2019

% 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 gueries 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.

% 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
- Engaged with and motivated fellow employees to be proactive and work-centric leading to higher productivity and improvised quality
- 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

% 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 ~(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?

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

% www.cellstrat.com

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

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

Sales and Marketing Executive

Omaxe Ltd.

New Delhi, India

% www.omaxe.com

One of India's leading real estate companies.

- Generated sales leads through outbound calling, real estate agent tieups, 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

- Human Resources Management
- Sales Management

Post Graduate Diploma in Management

Integrated Institute for Learning in Management

- 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

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

SKILLS

~ Programming

Wireframes and Mockups ^

\$ Team Management

KEY PROJECTS

Startup Kashmir Business Plan Competition

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

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

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

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

Igbal Memorial Institute

10/2002 - 10/2004

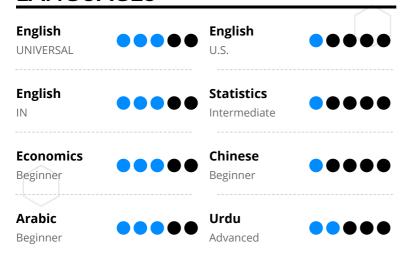
- Physics
- Chemistry
- Biology
- English

Schooling

New Era Public School

• Multiple Credentials

LANGUAGES



KEY PROJECTS

Winner - SKYE Business Plan Competition

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

Short summary of your work

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