

## ❖ Nida Kulsum khan

**Mobile:** 9065463969

**E-mail:** nidak4388@gmail.com

**Address:** Sector 19 Ulwe, Navi Mumbai

### **Career objective**

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To obtain a position as a Business Development Executive that will utilize my strong dedication to Business development and Market needs.

### **Academic summary:**

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❖ I completed B.A. form Veer kunwer singh university, Arrah

- ❖ ***Bachelor of Arts*** (B.A.) from Veer kunwer singh university in 2016 with 67%
- ❖ ***Completed (B.FA) Bachelor of fine arts from art & craft college Patna, Bihar 2018***
- ❖ ***Intermediate*** from Bihar board Arrah in 2013 with 58%.
- ❖ ***High school*** from BSEB Board Arrah in 2011 with 70%.

### **Experience:**

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- ❖ Skill Ninja Academy (From Oct'20 – Present)

#### **Business Development Executive**

##### **Job Role**

- ❖ Procuring new clients through direct contact, word-of-mouth, and collaboration with the marketing department.
- ❖ Attending networking activities to research and connect with prospective clients.
- ❖ Maintaining meaningful relationships with existing clients to ensure that they are retained.
- ❖ Suggesting upgrades or added products and services that may be of interest to clients.
- ❖ Crafting business proposals and contracts to draw in more revenue from clients.

- ❖ Negotiating with clients to secure the most attractive prices.
- ❖ Equipping staff with the technical and social skills needed to enhance sales.
- ❖ Reviewing clients' feedback and implementing necessary changes.
- ❖ Remaining in tune with trends in consumption to ensure that our offerings remain relevant.

**Oxford English School (2018-2020)**

- ❖ English Language teacher at Oxford English School, Sasaram Bihar
- ❖ Having experience of Arts and English, taught Kids care students during pursuing B.FA. in 2017

**Language known:**

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- ❖ **Speak:Read:Write:** Hindi, English

**Key skills:**

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Self-motivation, initiative with a high level of energy.

- ❖ Verbal communication skills.
- ❖ Decision making, critical thinking, organizing and planning.
- ❖ Patience and Tolerant.
- ❖ Flexible to different situations.

**Software and professional skills:**

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**Operating System:** Windows

**Software package:** MS-Office 2010 (Word, Excel, PowerPoint)

**Internet and Web:** Browsing and searching in Google, Social tools as Facebook, Twitter

**Personal details:**

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**Father's Name:** Hashmat Hussain khan

**DOB:** 01-10-1996

**Sex:** Female

**Nationality:** Indian

**Religion:** Islam

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Candidate Name

**Permanent Address:** Ulwe

**Hobbies:** Painting & Teaching

**Declaration:**

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I do hereby confirm that the information furnished above is true to the best of my knowledge and belief.

**Date:**

**Place:**

**(Candidate Name)**

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Candidate Name