Qulsoom Taji

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CAREER OBJECTIVE

Multi-faceted, efficient, & reliable professional seeking a role which encourages me to succeed & grow professionally where I can utilise my skills & knowledge appropriately to contribute in the firm's profitability.

SKILLS

- 1.General:Basics of computer hardware & software.
- 2.Good in using MS-OFFICE
- 3. Business & Managerial Skills.
- 4. Accounting & Data Management Skills.
- 5. Effective member & leader of project team.
- 6. Carry out multiple assignments concurrently.

EXPERIENCE

Aug-2020 - Feb-2021

Pr & Media Intern

NSG CREW

- 1.Organise events both virtually as well as offline.
- 2. Collaborate with influencers & high worth individuals for creative initiatives.
- 3.Used to address the masses both online & offline on behalf of the organisation.
- 4.Used to manage the social media handles of the organisation for it's timely response and smooth functioning.

Oct-2020 - Aug-2021

Sales & Marketing Intern

AASHMAN FOUNDATION

- 1.Used to sell eco-friendly products produced by the organisation virtually.
- 2. Raised funds for different kinds of campaigns conducted by the organisation.
- 3.Used email marketing for lead conversion.
- 4. Generated organic leads via both cold & warm calling.

Nov-2020 - May-2021

Freelance Recruiter

JOB 4 U CONSULTANCY

- 1.Used different job portals for hiring of candidates.
- 2. Screened the candidates as per the demands of different organisations.
- 3.Did follow-ups before & after recruitment.
- 4.Generated the urgency for job posting in order to bridge the gap between work & unemployment.

Mar-2022 - Jun-2022

Talent Acquisition Assistant

MEDIA NEWS NETWORK PVT, LTD.

- 1. Contacted with various types of media houses to understand the working of media.
- 2. Posted different types of jobs in relation to media using social media & job portals.
- 3. Screened the candidates as per the asked role & hired candidates with great efficacies.
- 4. Promoted & marketised the organisation whilst creating creative job posts for the firm.

EDUCATION

| Degree/Course | Institute/College | University/Board | Year of Passing |
|------------------|---|---|-----------------|
| 10th-High School | New Stewart School,Cuttack. | ICSE | 2016 |
| 12th-Commerce | Shailabala Junior Women's College,Cuttack. | C.H.S.E. | 2018 |
| B.COM(HONS.) | Emarti Devi Degree Women's College,Cuttack. | Ramadevi Women's University Bhubhaneswar. | 2021 |

STRENGTHS

1. Quick-learner, 2. Problem Solver, 3. Detail-oriented &, 4. Adaptable.

HOBBIES

1.Listening to soft-music &, 2. Doing things for the welfare of the society.

PERSONAL DETAILS

Date of Birth 23.12.2000

Gender Female

Nationality Indian

Marital Status Single

Languages Known 1.English, 2.Hindi, 3.Odia &, 4.Quranic Arabic.

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