

Naina Haider

Email: nainahaider742@gmail.com ~ Mobile: +91-8375918901

To work in a challenging environment that encourages continuous learning and creativity, provides exposure to new ideas and simulates personal and professional growth.

Professional Profile

I did my MBA in Marketing and International Business, B tech in Computer Science. Through my experience I have acquired skills such as planning, decision making, crisis management, multi-tasking & team working, as well as consistently demonstrated a high accountability & enthusiasm towards my work.

Work Experience

- Working with British Council from more than 3 year as an operation support in Exam team. Now employee of IDP since August 2021 onwards as British Council sell IELTS India team to IDP
- Working on Online booking tool.
- Working on SAP tool (Ariba and Concur).
- Training new Joiners
- Working as a lead Executive in my current team.
- Arranging different mode of Transport for venue staff and Examiner – as per the needs.
- Actively Raising Purchase Order creation request for vendors to finance team.
- Validation of invoice bills (including cab and accommodation).
- Booking boardrooms in Pan India for IELTS scripts marking across **40 cities**.
- Allocation of Examiners and Venue staff Pan India.
- Vendor Management.

Academia

- MBA from Guru Gobind Singh Indraprastha University, New Delhi in 2017.
- B. tech from Rajasthan Technical University, from 2010-2014.
- Class 12th (Science stream) from Modern Public School in 2009.
- Class 10th from St. Mary's School in 2007.

Skills

- Strong problem solving and troubleshooting skills.
- Ability to work with data and in online systems quickly and accurately.
- Strong Ability to communicate.
- Interpersonal and quick learner.

Internship

Highlights

Worked with a team and built Ecommerce website as college Project during internship period in Start-up company Pratham Solutions in 2013.

- Worked as a sales coordinator with Jumpin Heights in year 2016 and made a project on creative strategy and content orientation.
- Weekly targets were given to convert people into potential clients.

Industrial Visit

- JCB, Haryana

Seminars & Presentations

- Participated in Ad Mad Show in 2017, PMCC Delhi
- Attended IT program at Pragati Maidan, 2016 Delhi ➤ Attended workshop of Hacking in 2012, RCEW Jaipur ➤ Attended seminar of Animation in 2013, RCEW Jaipur. ➤ Website on Ecommerce in advanced Java.
- Website on Mobile Store Management in advanced Java. ➤ Organised mini markets in college.

Computer Proficiency

- MS Word, MS Excel, PowerPoint, Programming in C, C++, Java, Dot Net.
- Database Management with MYSQL,
- Website development with HTML and CSS

Co-Curricular Activities

- Volunteer in RCEW Techfest held in 2011
- Organized fresher's party held in 2011 at RCEW, Jaipur ➤ Co-ordinator of event in RCEW Techfest held in 2014.

Personal Details

Father's Name: Mr. Ghulam Haider Zaidi

Language Proficiency: English, Hindi.

Address :30A,5th floor, noor nagar ext, johri farm, ohkla(New Delhi)