



## FATHIMA FIDA P K

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### PROFESSIONAL COURSE/CERTIFICATIONS:

- Change Management
- Emotional Intelligence
- Time Management
- Client Orientation
- Communication skills
- G-Operator (Windows, MS Office, Email)
- Tally
- Microsoft office Suite

### AREA OF INTEREST:

- Travelling
- Socializing
- Reading
- Coordinating events

### PERSONAL DETAILS:

- Nationality : Indian
- Date of birth : 03/09/1995
- Marital status : Married
- Gender : Female
- Language known :English, Hindi, Malayalam, Tamil.

## WORK EXPERIENCE

### KIAS SAFETY CONSULTANCY, DUBAI, UAE 2019-2020 SALES AND MARKETING EXECUTIVE

- Developed new customer leads while maintaining existing ones.
- Assisted and trained sales and marketing team.
- Managing schedules and job distribution for engineers.
- Contacted potential customers to arrange appointments.
- Prepared quotations and made follow up calls to confirm sales order
- Liaised between other departments and clients to provide most suitable service to client needs, cost, and time restraints
- Tracked sales orders to ensure that they are scheduled, inspected, and delivered out on time and carried administrative tasks such as data input, processing information, completing paper works and filing documents
- Regenerated sales list and followed up with clients
- Maintained monthly sales report and submitting the same to direct manager.

### OCEANO EXPORTS, KERALA, INDIA 2018-2019

Multiple roles were handled in the organization:

- Single point of contact for employees on any HR policies.
- Internal audit of office documents.
- Liaison and documentation with external partners and vendors.
- Handling company social media accounts.

## EDUCATION

- **MBA (Finance and Human Resource)** 2018  
GRD COLLEGE OF SCIENCE, TAMIL NADU, INDIA
- **PGDED (Entrepreneurship Development)** 2018  
GRD COLLEGE OF SCIENCE, TAMIL NADU, INDIA
- **B.COM (General)** 2016  
BHARATHIAR UNIVERSITY, TAMIL NADU, INDIA

## INTERNSHIP EXPERIENCE :

- Studying and examining functions of management (planning, organizing, leading, and controlling in Ojin foods Pvt Ltd, Kerala, India.
- Managing an Online boutique, handling selling and advertising through social media in Meraki, Kerala, India.
- Maintaining Accounts and Marketing of building materials in Build Home Building Materials Pvt Ltd, Dubai, UAE.

## ACADAMIC PROJECTS :

- A study on significance of micro finance in Kerala at Sangamam multi state co-operative credit society Ltd.
- A study to analyze various dimensions of Entrepreneurship.