

# Marya Farooqui

Academic Coordinator – Seth Anandram Jaipuria, Raebareli

PGDM (Marketing and Finance) United Institute of Management, UPTU

**CAREER OBJECTIVE:** To begin as an executive position in the industry and gain field knowledge and also utilize my organizational and customer service skills, in order to increase productivity of organization.

PROFESSIONAL EXPERIENCE		8+ Years
Academic Coordinator SAJS, Raebareli		May' 21 – Present
Responsibilities / Initiatives	<ul style="list-style-type: none"> <li>Working as Academic Coordinator for Seth Anandram Jaipuria School, Raebareli.</li> <li>Handling of School Time, Table, Worksheets, and content.</li> <li>Review of Teachers notes and student copies.</li> <li>Handling of school transport and timings</li> <li>Conducting PT and organizing school functions and quarterly activities.</li> </ul>	
TGT, Lucknow Public School, Raebareli		July' 15 – March'19
Responsibilities / Initiatives	<ul style="list-style-type: none"> <li>Worked as TGT Science teacher for LPS Raebareli.</li> <li>Leading school activities</li> </ul>	
Associate Manager, INDIABULLS, Allahabad		Feb' 14 – Jun'14
Responsibilities / Initiatives	<p>Responsible for <b>Sales and Distribution</b> Of Real Estate Projects of India Bulls network all over India</p> <ul style="list-style-type: none"> <li>Making cold calls, generating leads, taking follow ups, fixing up and going for meetings, <b>client acquisitions , competitive and industry research analysis</b> , making presentations</li> <li>As a <b>Member of marketing team</b> handling walk in customer, responding and explaining project details on telephonic queries</li> <li><b>Generate new deals</b> for a real estate development company that focuses on multi-family residential projects, including real-estate market analysis</li> <li>Preparing reports of calls received for queries regarding our project and products and following them</li> <li><b>After sales following customer for timely payment of installments</b> and completing their documentations like Builder Buyer Agreements, timely call notice and payment receipts</li> <li>Collecting market data from different real estate sites, <b>mapping new brokers</b> and maintaining a healthy relationship with them</li> <li>Responsible for <b>achieving the sales target</b> provided by the management</li> </ul>	
Summer Intern, IOCL, Delhi		Jun' 13 – Jul' 13
Scope of Work	<p>To measure <b>consumer perception</b> towards advertisement of branded fuels &amp; lubricants of IOCL</p> <ul style="list-style-type: none"> <li>Worked with marketing team to analyze current position of IOCL products among customers</li> <li><b>Extensive qualitative &amp; quantitative research</b> to understand &amp; analyze the problem</li> <li>Project recognized as <b>most significant contribution</b> by the core marketing team</li> </ul>	
Summer Intern, Hospital Ruby Hall Clinic, Pune		Jan' 12 – Jun' 12
Scope of Work	<p>To check the <b>effectiveness of antibiotics</b> against various cultured microbes</p> <ul style="list-style-type: none"> <li>Preparing and maintaining of <b>test reports</b> and supporting documents</li> <li><b>Preparation and disinfection</b> of different culture media used in the lab</li> <li><b>Culture maintenance</b> and periodical sub culturing of cultures</li> <li>Routine Calibrations of all Instruments used in Microbiology sections</li> <li>Preparation of protocol and <b>report for method validation</b></li> </ul>	
Summer Intern, BIOCON, Bangalore		Jun' 11 – Jul' 11
Scope of Work	<ul style="list-style-type: none"> <li>To maintain quality control and check the <b>level of microbes in air</b> while manufacturing BIOCON products</li> <li><b>Microbiological Monitoring</b> of Environment in Sterile Production Area which includes Active and passive Air Sampling, Finger, Glove Print Testing, Contact Plate / Swab Testing</li> </ul>	

ACADEMICS			
PGDM (Marketing & Finance)	2012 – 2014	United Institute of Management, UPTU	<b>67%</b>
B.Sc.(Hons) Microbiology	2008 – 2012	SHIATS, Allahabad	<b>94%</b>
Intermediate	2006 – 2007	Delhi Public School, Panipat	<b>72%</b>
High School	2004 – 2005	Delhi Public School, Panipat	<b>73%</b>
EXTRA CURRICULARS			
▪ <b>Head Coordinator, EN/GMA</b> – Business festival at United Institute of Management			2013-14
▪ <b>Runner up</b> , Inter School Debate Competition involving 12 Schools held at DPS, Panipat			2004-05
▪ <b>FIRST</b> , Inter School Swimming Championship among 10 participating Schools			2003-04
▪ <b>FIRST</b> , Poem Recitation Competition on Mother's Day at DPS, Panipat			2003-04

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### **SKILL SETS**

- Good presentation skills
- Written and Communication skills.
- Good people skills and have been heading social events.
- Quick Learner