

CURRICULUM – VITAE

➤ PERSONAL INFORMATION:

- **Name:** Abida Anjum
- **Address:** Kashipur Uttarakhand 244713
- **E-mail Id:** Lubnasid7417@gmail.com
- **Date of Birth:** August 12, 1994
- **Contact No.:** 91-9568043931
- **Languages known:** English, Hindi,

➤ CAREER OBJECTIVE:

To pursue a managerial & management based successful career in the field while dispensing my maximum potentials to the benefit of the organisation and at the same time compliment my passion for learning.

➤ CURRENT POSITION:

- Currently working in Honey Sugar Product as
Business development executive since (June,2021 -till present).

ACADEMIC QUALIFICATIONS:

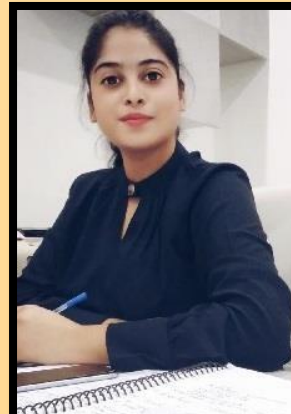
Graduate in B.Sc from Kumaoun University Uttarakhand (Zoology, Botany, Chemistry).

12th from UK Board in 2011

10th from UK Board in 2009

➤ PROFESSIONAL EXPERIENCE:

S.No.	Name of the organization	Designation	Duration
1.	Honey Sugar Product (Liquid Glucose , sorbitol , Invert Suagr syrup)	Business Development Executive	June, 2021 - till present
2.	Lark Laboratories India Limited	Business Development Executive	June, 2020 – May 2021
3.	Ganesh Medicoe & Nanos Medicare Private. Limited	Office Coordinator & Client Relationship Executive	January 2019- May 2020
4.	Minda Corporation Limited	Associates Improvement Employees Admin Executive	January, 2018- January, 2019



Abida Anjum

SUMMARY:

An ambitious, laborious self-starter, currently working as *business development executive*, seeking for an opportunity to prove myself in an embedded role in pharmaceutical company/CRO to enhance my skills and grow in corporate sector. As far my skills and knowledge is concerned I will leave no stone unturned to elevate the status of me and my organization.

INTERPERSONAL SKILLS:

- Acclimatize easily with new surrounding
- Strong in teamwork, communication and adaptability
- Sincere, responsible, ethical and intuitive.
- Consistent academic record with good recognition
- Quick learning with time management
- Responsibility seeker.
- Optimistic and dedicated towards work.
- Analytical and creative mind.
- Enthusiastic with good communication and presentation skills.
- Leadership quality and punctual.
- Capacity to research and problem-solving attitude.

CURRICULUM – VITAE

HONEY SUGAR PRODUCT

- Search new client in Domestic market and Merchant Exporters.
- Managing customer relationships;
- B2B Marketing ,Digital Marketing, Business Development Management.
- Developing, marketing plans and strategies;
- Supporting the marketing staff and other senior Staff.
- Following up direct sales leads..
- Seeking out new promotional opportunities for company products.

LARK LABORATORIES INDIA LIMITED

- Working for International Business
- Search new client in India as Merchant Exporters.
- Generate new clients from all over World (CIS Country , Africa ,Srilanka ,Vietnam , Myanmar etc.)
- Provide client support and handle client communication effectively.
- Maintain existing client, Handle MD Email Id
- Knowledge about documentation (Dossiers, Samples, COPP)

GANESH MEDICOSE & NANOS MEDICARE PRIVATE LIMITED

- Working for International Business
- Inform client about company products, services promotion.
- Generate new clients from other countries.(Afghanistan, Bangladesh, Yamen.)
- Provide client support and handle client communication effectively.
- Maintain existing client.
- Perform various task as needed
- Suggested changes to office task workflow in order to improve efficiency
- Billing from the uses software(marg)
- Maintain End of the, monthly payment detail, daily FE duties Report in excel
- Maintain all the sale and purchase report in excel
- Maintain attendance
- Coordinate with vendor and client for payment and all things they need
- Track order and maintain client relationship

MINDA CORPORATION LIMITED

- Manpower Management
- Responsible for Audit IATF-16949, Customer audit, internal audit
- 5'S champion in assembly area
- Worked on a project of CSR activity Train deaf and dumb people for work in assembly
- Conduct 5 S Audit every month in unit.
- Conduct various Kaizen competitions every month in unit.
- Conduct all the training with the different content suitable for different departments
- New employee who join the company Train them about all the product and process of the company

➤ PERSONAL AREAS OF INTREST:

- Dancing, Art and Craft, Cooking, listening music, Exploring Places.

➤ DECLARATION:

I hereby declare that the above-mentioned information furnished by me for your reference is true and best of my knowledge

Place: KASHIPUR

Date: MARCH 2022

ABIDA ANJUM