

# Hafiza Khatoon

Visakhapatnam, Andhra Pradesh  
[hafiza7\\_ncx@indeedemail.com](mailto:hafiza7_ncx@indeedemail.com)  
7981974228

To learn and function effectively in an organization and be able to deliver to the bottom-line. To constantly upgrade my knowledge and skills and make a difference in whatever I do.

## Work Experience

---

### **Admin at TIME**

General Administration and Documentation  
March 2019 to Present

2. Database Management (Soft copy & Hard copy of the data).
3. Counselling students, And responsibilities of joining
4. Recruiting new staff and training them.
5. College data gathering and followup candidates.
6. Dealing with Marketing Team.
7. Reaching organization targets.
8. Reference generation.
9. Conducting telephonic interview for recruiting new staff.
10. Coordinating with higher level officers and organization team through mail, text and call.

### **Colour Consultant cum interior designer with Asian**

paints Ltd  
December 2012 to March 2018

- Job role:1.Designing interior as per clients taste, suggesting better option of colour themes and textures as per the area, size, lighting and vastu of house I.e manage client relationship ensuring clients needs.
2. Giving consultancy to client on interiors colour, themes etc.
  3. Retail sales of the store.
  4. Reaching sales target of the company.
  5. Texting and mailing the required products its feature and designs to client.
  6. Organizing meetings for contractors and dealers.
  7. Mentoring the team and training the new staff
  8. Giving product demo to client, contractors and dealers.
  9. Organizing product training to contractors.
  10. Providing required estimation of product to client and providing quotations for builders and organizations.
  11. Organizing meeting for architect, designers, builders and explain about product and its features and providing manual guide and training.
  12. Database management both hard copy and scopyboth.
  - 13.General Administration and documentation.
  14. Coordinating on daily basis with senior level organization through mail, text and call and providing update on day to day.

**Faculty**

ZINC SMELTER HIGHER SECONDARY SCHOOL - Visakhapatnam, Andhra Pradesh  
January 2011 to December 2012

**Faculty**

SHA INFOTECH  
September 2010 to December 2011

**Education**

---

**MBA**

Sikkim Manipal University  
2012

**B.Tech. in Biotechnology**

JNTU - Kakinada, Andhra Pradesh  
2010

**Education**

Beacon English Hr. Sec. School HTTP - Korba, Chhattisgarh  
June 2005

**Education**

Beacon English Hr. Sec. School HTTP - Korba, Chhattisgarh  
2003

**Skills / IT Skills**

---

- Diploma in Computer Application (DCA).
- Diploma in Interior Designing (DID).
- Diploma in C and C++ language.
- ACHEIVEMENTS & EXTRA CURRICULAR ACTIVITIES
- Have participated in various sports and athletic events and won prizes in school and college.
- Participated in State level Baseball Tournament.
- Achieved Gold Medal for Overall Topper in Al-Ameer College of Engg. & IT in the year 2008 B.Tech 1st year.
- Achieved Pure Gold Medal for Overall Topper in Al-Ameer College of Engg. & IT in the year 2009-2010 in B.Tech (Final Year).
- Participated in National level "BIOPHARMACON 2007" conducted by AL- AMEER COLLEGE OF ENGG. AND I.T. Visakhapatnam
- Presented National level paper in " AAGAMA 2008" conducted by MIC COLLEGE OF TECHNOLOGY, Kanchikacherla, KRISHNA DISTRICT.
- Presented National level poster in "BIOMICAL 2008" conducted by GITAM INSTITUTE OF TECHNOLOGY, Vishakhapatnam..
- Presented National level paper in " MECHON 2008" conducted by AL-AMEER COLLEGE OF ENGG. AND I.T. Visakhapatnam

- Participated in "NATIONAL WORKSHOP ON COMPUTATIONAL BIOLOGY AND BIOTECHNOLOGY" conducted by Department of Chemical Engineering, . ANDHRA UNIVERSITY, Visakhapatnam.