|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| OBJECTIVE | | | | |
| To embark on a venture which can provide me a challenging position as a B.D.M and an opportunity to increase business productivity of the organization through my skills and competence. | | | | |
|  | | | | |
| CONTACT | | | | |
| @ | | Sanariz999@gmail.com | | |
|  | | +91 8400 216 490 | | |
|  | | New Delhi , INDIA | | |
|  | |  | | |
| EDUCATION | | | | |
|  | MCA, 2017Abdul Kalam Azad Technical University | | |
|  | BCA, 2014SIKKIM MANIPAL University | | |
|  | **12th  (2010)**  ISC, St. Terresa Colg. Lucknow | | |
|  | **10th (2008)**  ICSE, St. Terresa Colg. Lucknow | | |
|  | |  | | |
| PERSONAL INFO. | | | | |
| * Father’Name | | | Rizwan Ali | |
| * D.O.B | | | 19th Feb 1994 | |
| * Address | | | Abul Fazal Enclave Okhla, Jamia Nagar, New Delhi- 110025 | |
| * Nationality | | | INDIAN | |
| * Gender | | | Female | |
| * Languages known | | | English, Hindi, Urdu | |
| * Passport | | | Valid till 2030 | |

SANA RIZWAN

Business development manager

EXPERIENCE

*Almost* ***2-year*** *combined experience with various firms as technical support*

## **Business Development Manager With Augurs Technologies**

### **(20 Feb 2018 to August 2019) : 6 months**

Bidding via proposal presentation and New Overseas business generation via Freelancer /Upwork portals. Requirement Gathering from prospects via portals/Skype to understand project scope and propose solutions and to closing deals accordingly. Liaising with technical team for timeline and milestone breakdown analysis on fixed projects. Project creation/assignment of resources and monitoring their daily reports against each deliverable via Company's project management tool. Monitoring/Responsible for proper updates to client throughout the project SDLC and performing User Acceptance Testing before delivery.

## **Analyst Trainee with JSM Technology**

### **(August 2017 to September 2017) : 1 Year**

### Develop market research on several global targets depending on the Department priorities. Customer’s management delivering outstanding customer’s service. Working on Company's CRM to manage workflow. Providing assistance to Marketing Manager in dealing with daily duties and in marketing planning.

## **Software Engineer Trainee with SingSys Private Limited**

### **(March 2017 to June 2017) : 4 months**

SKILLS

Marketing

Social Media Management

Team Building

Web Development

* Technical Skills
* Operating System: Windows XP,7 and 10, Ubuntu
* Software’s: Microsoft Word, Microsoft PowerPoint, Sublime, Microsoft Excel, Visual Studio 2010
* Basic Programming Languages and Database: Java, C#, PHP on Code Igniter, MySQL.
* Project management and Client Handling Platforms: GitHub, Redmine ,GDrive, Drop box /Freelancer, Up work, Skype, Hangout
* Strength
* Good communication skills with excellent command over English language,
* Patience and perseverance during flexible situations.
* Achievements
* Recipient of "**Employee of the month**” Certification and Trophy at "Augurs Technologies".

Date :

Place :

Signature :