

MIRZA SAIFULLA BAIG

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📞 9885457599

📍 Lalita Nagar, near Sivaliyam center
,Bhavanipuram, Vijayawada ,Andhra
Pradesh, INDIA

OBJECTIVE

Securing a stable career opportunity to fully use my education and skills while making a significant contribution to the company's welfare.

EDUCATION

2010 - 2012	Masters Of Business Administration (MBA Finance) NOVA PG COLLEGE (Affiliated JNTUK)
2006-2009	B.Com (Tax Procedure) Satavahana College Affiliated Nagarjuna University
2004-2006	12th (Intermediate) Accounts and Taxation (A&T) KBN College affiliated Board of Intermediate
2004	S.S.C (10th) Board of Secondary Education

EXPERIENCE

12thFeb 2013 - Februar 15th 2022	Lipid Marketing Laven Sr Marketing and Administration **** ** Works Activities :- <ul style="list-style-type: none">◦ Marketing the Products◦ Sales◦ Traveling the local and non local places for marketing and sales◦ Promotion and Activities in Events◦ Customers intraction discussion about the product and their releted topics◦ Appointing new Distributors and Dealer's◦ Soloving Issues and errors in Business and office Related activities◦ Follow up sales team and their Day to day Activities update◦ Maintaining Telecallers sales team and their Daily Activity◦ Office Operations◦ Transportation and logistics (Stock Dispatching , stock pickups , Stock Delivering, Stock receiving,& arrange the Transportation place to place.◦ Office paper Works and maintaining Documentation update◦ Maintaining Record of Stock update day to day (in stock, out stock , Dispatching Stock , reserved Stocks, Exiperd Stock)◦ Maintaining Record office allowance and Staff attendance
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SKILLS

- Communication
- Multi tasking
- Customer service
- Analytical skills
- Marketing
- Adaptability
- Organization Skills
- Customers Relationship Management
- Relationships Building
- Team Work
- Computer literacy and Technology Skills
- Learning Skills
- Flexibility

PROJECTS

- **Financial Analysis**
Major Project 2011 -2012

TECHNICAL QUALIFICATION

- D.C.A (Ms Office) , ADDTP, Computer & Laptop Operations ,Related Application.
Diploma in Home Appliances

INTERESTS

- Researching on Topics & issues, Sports , Music , Documentaries and Blogs ,Traveling,Pet Animals

LANGUAGES

- English
- Hindi
- Telugu

PERSONAL DETAILS

- Date of Birth : 06/ 09 / 1987
- Marital Status : Married
- Nationality : Indian
- Passport Holder : Indian Passport

NOTE :

- I hereby declare that the information given in this application is true and correct to the best of my knowledge and belief.



