



# HUSNA FATIMA

D/o. Mohammed Akber

M. : 974 71218460

I remained involved in my work dedicated and pretty active in whatever task I was provided. I am a confident person with motivation to take initiate tasks and helpful to advertise the organization to reach goals.

Al-Aziziya

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## Career Objective

To Join an Organization that's gives me for an opportunity to use my professional skills to nurture leadership in tomorrow's global citizens.

## Education Details

Graduation in B.Com Computers from Maitrey Degree College 2021

## Technical Skills

Windows 2007 - 2010 with Computer Fundamentals, Word - Excel - PowerPoint etc. plus good typing Skills

## Strength

Hard Work  
Good Communication Skills  
Self Confidence  
Positive Thinking

## Experience 2019 - 2021

Worked in **SM PRINTERS & GRAPHICS**  
Since January 2019 - April 2021

## Role & Responsibility

### Receptionist

**Responsibility** I was appointed as receptionist

Where my work was to receive calls & attend walking customers plus call and follow existing customers.

Later I updated Company Inventory on Computer with Excel Sheets where all the information went handy and on one click, I was rewarded several time for my presence of mind and Hard Work.

## Personal Details

**Marital Status**  
Single

**Gender**  
Female

**Hobbies**  
Travelling  
Cooking  
Shopping  
Reading

**Date of Birth**  
02-11-2000

**Religion**  
Muslim

**Nationality**  
INDIAN

**Languages**  
English  
Hindi  
Urdu

**Experience**  
2021-April 2023

Worked in **Arena Animation Mehdipatnam Branch**  
Since May 2021 - Till Date  
as **Business Development Head in Tele Calling Services**

**Role &  
Responsibility**

- **Obtain** contact information of potential customers through cold calling, internet research and emailing.
- **Conduct** market research and analysis to create marketing initiatives for promoting company's work.
- **Coordinate** with internal teams to develop and implement new marketing and sales strategies.
- **Inform** senior management on new product features to be developed to meet current and future business needs.
- **Identify** and qualify new customers based on company's business model and guidelines.
- **Initiate** and build relationships with customers through phone, marketing mailer campaigns in person contacts, and presentations.
- **Coordinate** appointments meeting and calls between customers and senior management for business expansions and new opportunities.
- **Manage** customer meetings with internal teams for project development and deliveries.
- **Maintain** a database of potential customer's contact number and mails.
- **Assist** business development team in creating business plan, business model project budget and scope of work.

**Special  
Achievements**

**I have been Head Girl**  
in 10th Standard

Organized different  
programs like life skills  
and top Rank student

Completing task before  
timeline.

**I hereby declare that**  
the above particulars  
are true to the best of  
my knowledge  
and believe.