

AYISHA. A

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PROFESSIONAL SUMMARY

- **3+ years** of experience in Marketing Manager, Microbiologist and Research field.
- Highfield Level 3 Award in **HACCP for Food Manufacturing (RQF)**
- To encourage and promote the values of the company and to comply with the required standards of conduct.
- To work in compliance with the health and safety policy to ensure hazards are identified and risk assessed and controlled.
- Maintain good laboratory practice for **AOAC-APHA, Standards.**
- Maintenance Skills, Integrity, Technical ability.
- Good Communication and presentation skills.

WORK EXPERIENCE

1. BAB AL TAWABIL FLOURMILL- AJMAN,UAE

2021 - 2022

MARKETING MANAGER

Role

- Making phone calls to schedule meetings with new potential customers.
- Keep detailed record of all contacts in Company CRM.
- Distribute information on new parts that is available in the automotive aftermarket.
- Maintain stocking customers parts with updates and cleanups as the market changes their needs.
- Supported team members with administrative task such as filling and data entry.
- Assessed client needs based on current objectives, supply and demand, and seasonable variables.
- Plan work schedule and weekly monthly time table.
- Gain new customers or accounts and maintain existing wide range of customers
- Work closely with Support, Account Management and Business Development
- Handle customer complaint with high response rate to ensure customer satisfaction to expected levels

2. BIOVENT RESEARCH AND PRODUCT DEVELOPMENT - India

2020 - 2021

RESEARCH ASSISTANT

Role

- Effectively participate in workshops and seminars.
- Worked for the firm in life-science related sample services and in the funded project works.
- Skilled in the phytochemical screening, quantification and bioactivity

	<p>studies of plant extracts, microbiological and quality analysis, enzyme analysis and characterization studies.</p> <ul style="list-style-type: none"> • Actively engaged in helping several Postgraduate and Undergraduate students in their academic projects. • Handling various Instruments like Centrifuges, PCR, Electromagnetics Stirrers-shakers, Autoclaves, Laboratory balances, Sterilizers-Incubators-Ovens, Calibration Weights, Microscope etc. • Conducts research experiments • Analyzes data and summarizes results • Fact checks and proofreads manuscripts • Generates graphs and spreadsheets to portray results • Maintains research equipment • Prepares presentations for primary researchers • Documents research processes.
3. AVLA NETTOS EXPORTS	2019 – 2020

<u>MICROBIOLOGIST</u>	
Role	<ul style="list-style-type: none"> • Performs tests on water, food and environment to detect harmful microorganisms and to obtain information about sources of pollution and contamination. • Prepare and verify a variety of microbiological media using good laboratory practices and aseptic technique. • Maintain the media preparation area of the laboratory. • Perform routine quality system verifications including, but not limited to the following: <ul style="list-style-type: none"> ○ Temperature monitoring of incubators, refrigerators, freezers ○ Thermometer calibration ○ Air monitoring ○ Water monitoring ○ Balance verifications ○ Selected equipment maintenance records ○ Temperature uniformity ○ Maintain control cultures for media verification • Planning and carrying out trials. • Tracking environmental microorganism’s development. • Growing microbe cultures. • Recording, analyzing and interpreting data.

ACADEMIC QUALIFICATIONS	
Education	<ul style="list-style-type: none"> • Bachelor of Science, Kerala University, TKM college of Arts and Science. • Higher secondary Education, Vallikeezhu GHSS. • SSLC, Vimala Hridhaya GHSS. • Diploma in computer application.

PROFESSIONAL TRAINING	
Training	<ul style="list-style-type: none"> HACCP (HAZARD ANALYSIS CRITICAL CONTROL POINTS) level-3 at international institute for certification and training. Training on Microbial analysis of Food and water and environmental samples at CEPCI, Research and product development in Kollam. Attended two days' workshop on modern tools in biostatics.
TECHNICAL KNOWLEDGE	
Computer	<ul style="list-style-type: none"> Proficiency in MS Office, MS excel, PowerPoint Applications Excellent skill to make effective product Presentation.
SKILLS	
General	Product Knowledge
	Active listening
	Sales & Customer relationship
	Excellent time management skills.
	Business Knowledge
	Excellent administration skills.
	Ability to multitask.
	Ability to work under pressure.

PERSONAL DETAILS	
Name in full	AYISHA. ALFAJ
Gender	Female
Nationality	Indian
Marital status	Married
Hobbies	Social Service and Reading Books
Languages Known	English, Hindi, Tamil and Malayalam
Current Location	QUSAIS,DUABI
Date of Birth	07 November 1994
PASSPORT DETAIL	
Passport no.	N9876914

Date of issue	11-07-2016
Date of Expiry	10-07-2026
Place of Issue	Trivandrum, Kerala
REFERENCE (S)	
References can be provided on request	