

# CURRICULUM VITAE

## Present Address – UAE

NIDA KHAN

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NOTE: PRESENTLY AVAILABLE IN U.A.E.

## EDUCATION QUALIFICATION

2013 Done XII Std from CBSE BOARD, Mumbai

2015 Done B.A. from KJ SOMAIYA ARTS, Mumbai

2017 Done Course from Kala Vidhya, Malad for DIPLOMA IN COMPUTERS, Mumbai

## Professional Kills:

Project Coordinator, Business Administration, HRM – Human Resource Management, PRO – Public Relation Officer, Documents Controller, Inventory, Sales & Marketing Supervision & Management, Payroll Management, Corporate Administration. Administrative Services.

## WORK EXPERIENCE

### Working as (Managing Director) AL Nida Enterprises LLP Mumbai Andheri

Give strategic advice and report results and findings to chairman and board members.

Keep all relevant stakeholders informed of developments online with company's objectives.

Manage resources, including the attracting, hiring and retention of personnel.

Ensure employees move in the same strategic direction to achieve its mission.

Create and report on business plans, monitoring its efficacy and progress.

Remain close to all stakeholders including the chairman and board members, staff, clients, key-decision makers and external service suppliers.

Research and implement new initiatives to drive revenue, lower operating costs while maintain quality products that are competitive, all while delivery excellent customer support.

Continuous monitoring of the annual budget and ensure that revenue/sales targets are met.

Manage and report on the effective implementation of a marketing strategy to maintain market relevance and promote products and services to increase sales.

Manage key personnel, clients and service providers.

Maintain the quality of products, services, customer support and level of service in line with service level agreements and other retention strategies.

Promote the wellness of staff and implementing policies in line with labour legislation and health and safety guidelines to create a diverse and positive working environment. Preparation of annual reports and attending/presenting at board meetings.

Working as a HR Assistant at SMART SEARCH CONSULTANTS, Thane February 2018 to 2019

- Developing, organizing and maintaining administrative records and files.
- Keeping track of appointments, correspondence, phone calls, filing, etc.
- Keeping original passport of candidates and coordinates with Medicals Report of candidates.
- Preparing Presentations for Board Meeting
- Compiling contact details & assuring continuous updating & maintenance of the database
- Distributing all essential communication relevant to team & individuals.
- Taking down dictation and transcribing it into letters, organizing documentation for courier, visa/air tickets, supporting internet based research, information sourcing etc.
- Provide all secretarial assistance to Director in his day-to-day official activities.

### Travel Arrangements:

- Preparation of Itinerary.
- Handling domestic/international travel arrangements, hotel reservations and foreign exchange of international travel.
- Interacting with people in hospitality industry for coordination of various company events and doing the regular hotel negotiations.

### Liaising

- Effective Communication, Liaison with Executive Staff and external firms.
- Schedule internal and external meetings, as required by the Directors.
- Coordinate conferences, seminars and meetings, ensuring all arrangements run smoothly and all required facilities are available.

Time management, calendar management and screening visitors.

Worked As A Sales Executive At Excel Marketing (NexaMaruti) (2017to2018)

Customer service

Meeting sales goals

Closing skills  
Territory management  
Prospecting skills  
Negotiation  
Self-confidence  
Product knowledge  
Presentation skills  
Client relationships  
Motivation for sales

Worked as a TELLECALLER in M/s. CREDENCE MARKETING handling Inbound & Outbound Calls (2016 to 2017)

- Calling to Existing Clients and to New Clients.
- Handling Customers on call, give them product details
- Handling both Outbound/Inbound Calls • Explain about Company Services/Products
- Maintain Client relation & database.
- Keeping a positive, empathetic and professional attitude toward customers at all times.
- Replying promptly to customer inquiries.
- Recognizing and resolving customer complaints.
- Knowing our products inside and out so that you can solve questions.
- Maintaining records of customer interactions, transactions, comments, and complaints.
- Outbound Sales and Lead generation process
- Excellent English Communications
- Should be target oriented.
- Anyone from Domestic /International Background will be preferred.
- Communicating and coordinating with colleagues as necessary.
- Giving feedback on the efficiency of the customer service process.
- Managing a team of junior customer service representatives.
- Ensure customer satisfaction and provide professional customer support.

Worked as a Assistant at COACHING CLASSES, Mumbai (2014 to 2015)

## PERSONAL SKILLS

FAST LEARNER, HARD WORKING

SELF MOTIVATED, FOCUSED

## PERSONAL DETAILS

Name : Nida Khan  
Fathers Name : Nasir Khan  
Address : Room No 04 Abdul Sattar Chawl Besides Kalina Masjid Santacruz East  
Phone No : 8379960882  
Email : [Alisha23388@Gmail.Com](mailto:Alisha23388@Gmail.Com)  
Nationality : Indian  
Sex : Female  
Marital Status : Unmarried  
Date of Birth : 15/09/1997  
Place of Birth : Mumbai Kurla (W)  
Language Known : English, Hindi, Urdu, Marathi.