

## PERSONAL PROFILE

I am a skilled Business Development Executive responsible for driving company sales by sourcing new clients, and by convincing existing clients to purchase added offerings. As such, business development executives play an integral role in companies longevity

### Technical Skills

- **Ms Excel**
- **Ms Word**
- **MS Power Point**

### Skills

- **Effective Communication Skills**
- **Team Work**
- **Leadership**
- **Problem-solving**
- **Strategic Planning(Advanced)**
- **Lead Generation(Experienced)**

### Techniques

- **Business Development**
- **Customer Services**
- **Account management**
- **Sales Operation**

### Languages

- **Hindi**
- **English**
- **Urdu**

# Safiya Fatima

## Computer Operator

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### ACA D E M I C B A C X G R O U N D

#### **BA- Bachelor of Arts**

Tilak Dhari PG College, Jaunpur, Uttar Pradesh.  
(2017)

#### Intermediate -

GCIG College Jaunpur, Uttar Pradesh (2014)

#### High School -

GCIG College Jaunpur, Uttar Pradesh (2011)

### PR O F E S S I O N A L H I S T O R Y

#### **Computer Operator**

*Vikas Bhavan, Jaunpur,  
UttarPradesh (Apr2018 –  
Mar2019)*

- Working as computer operator.
- Creating data as per required for the project.
- Handling the entire document according to work.
- Producing monthly reports.

#### **Business Development Executive**

*Soft-fix technologies PVT,  
Lucknow, UttarPradesh (Sep2019  
– Oct2023)*

- I am responsible for finding and retaining clients.
- I research and identify new business opportunities, including new markets trends.
- Generates leads and cold call prospective customers.