AISHA MULLA

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SKILLS SUMMARY

- Advance Excel /MS Excel
- Tally ERP .9
- Introduction to SQL
- Data handling
- Project management
- MS Word
- Powerpoint
- SEO Techniques

CERTIFIED LEARNING

- Digital marketing (Udemy)
- Communication masterclass (Thinkschool.in)
- Data analytics (LinkedIn learning)
- Advance Excel & Power pivot (LinkedIn learning)
- Introduction to SQL (WE3School)

OBJECTIVE

To enhance and contribute the best of my knowledge and experience in achieving organisational goals, personal growth and maintaining a steep learning curve throughout my career..

WORK EXPERIENCE

Data Analyst / Risk Analyst.   Aug 2018 - Sep 2020
Xceedance Infotech Pvt Ltd.

- Analysing data collected from insurer/insured using T- SQL, MySQL and providing reports to the Commercial team.
- Data Mining, data scrubbing ,data visualization , and finalising the data report as per the standard requirements.
- Identifying data issues and providing recommendations for resolution to ensure optimal performance.
- Forecasting insurance standability of Companies and Clients who apply for insurance by using risk analytics as a major tool.
- Concept based and process based discussion with underwriter as a technical and functional expert.
- Diagnosing and addressing operational data requests/ ad-hoc queries (e.g. data duplicity, etc).

Talent head - Sales management.   March 2021 - Present
Castyou.in

- Building product and service awareness in the course of client conversation.
- Handel inbound leads that comes through companies website.
- Providing cross-functional support to marketing and management department to create inside sales.
- Track individual and team metrics : productivity , revenue , sales by using tools such as CRM and Advanced excel.
- build workflows for sharing information between marketing automation and CRM .
- Analyse digital marketing data to draw key recommendations around website optimization.
- Maintain digital dashboard of several different accounts.

EDUCATIONAL HISTORY

Manorama college of business administration and Computer science. -2018
Bachelor's in business administration 81.59%

K.L.E Society J.T College of Commerce, Gadag, Karnataka.   -2013
Pre- University in Commerce

Shri C.D.O Jain English medium higher society school.   -2011
10th - Schooling   68%

🔖 ACADEMIC PROJECT   Dec 2017 - Jan 2018

Human resources studies

Objective: Final year project on **'job satisfaction of employees'** at keshav Clarks inn, Hospitality industry for a period of one month..

Statistical skills used: Document Forecasting process, Trend Analysis, Primary research, Survey, self administered questionnaires.

🔖 CORE PROFESSIONAL STRENGTH

• Concise analytical skills in spreadsheets and their use in relating business cases for optimizing decisions.
• Use of different templates in customized reports such as evaluating money decisions and other tailored reports.
• Strategic visionary and operationally proficient with all aspects of the insurance and underwriting/ actuarial services
• Abilities of handling multiple priorities, with a bias for action and a genuine interest in professional development.
• Quick learner and highly energetic having a keen attitude for learning and applying new knowledge resourcefully.
• Strong analytical problem solving skills and multi-tasking abilities.

🔖 ACHIEVEMENTS & AWARDS
•Awarded with certificate of women entrepreneur at Gadag fest conducted by the Commerce Department of Gadag.
• Secured first place in Karnataka University, with highest marks in 'Leadership styles' subject.
• Participated at management meet for the role of "Best Manager" conducted by KLS IMER college, Belgaum.

🔖 DECLARATION
I, Aisha Mulla, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.