

Dear Sir/Madam,

I am seeking association with a company that can benefit from my expertise. I am a dedicated and focused individual having excellent skills with ability to adapt in various capacities. I also have outstanding work ethics and the ability to work well in both team-oriented and self-motivated environments.

I am a highly organized and detail-oriented Experience in Educational institution and Safety Professional with more than (9+) years of

Progressively responsible experience providing thorough and skillful support to the company. Was working as a NEBOSH and IOSH Course Advisor with innovative ideas.

Being young, energetic and extremely enthusiastic, I am confident of contributing best of my workmanship to your esteemed organization.

Please advise the outcome of my application through email/phone. I shall be more than happy to oblige any form of queries in regard to my application.

I hope to find a position in your respectable company. I have enclosed my resume to provide an overview of my career achievements and qualifications.

Thank you for your time and consideration.

I look forward to hearing from you soon.

Best regards,

Zainab Bibi

NEBOSH and IOSH Course Advisor and Administrator,

UAE Mobile No:- 0544229754



+91 7981218826



CURRICULUM VITAE


Permanent Address:

Noorkhan Bazar, Sultan Pura, Hyderabad, State Of Telangana-5000024

E-Mail :- zainab1011@gmail.com

Current Location : UAE

Mobile No:- 054 422 9754

 : WhatsApp +91 7981218826

NEBOSH and IOSH Course Advisor and Business Development Executive.

SUMMARY

I am having 9+ years extensive experience as a Loss Prevention professional in Educational Training institution the Well experienced in development and implementation HSE culture amongst different workforces, project HSE management, environmental impact assessment, preparation of safety training for Employees Standards and Sound knowledge in HSE Trainings etc.,

PROFILE

A competent and qualified Educational institute and safety management professional offering a gratifying career span of over 9+ years predominantly in the areas of Industrial Safety, Health, Environment capable of providing Total Safety Training Solution, mapping safety needs, establishing effective safety management systems, Guiding and Counseling for HSE Trainings Etc.,

Personnel Details

Date of Birth	:	11 th Oct, 1987
Marital Status	:	Married
Religion	:	Muslim
Nationality	:	Indian
Languages Known	:	English, Urdu, and Hindi

Passport Details

Passport Number	:	T112720
Date of Issue	:	12-04-2019
Place of Issue	:	India
Date of Expiry	:	11-04-2029

Key Skills & Experiences

Extensive knowledge in HSE Training and Administration Assessment, Safety Trainings and Projects, Familiar with 14001 & OHSAS 18001 standards, Environmental controls and

monitoring, Safe Work Method Statement, HSE Induction and Behavior based Safety Management.

POSITION APPLY FOR :- COURSE ADVISOR/ SALES MANAGER/ ADMINISTRATOR

Educational Qualification

- 1) B.A. Bachelor of Arts from Board of Education.Osmania university Hyderabad (T.S) India
- 2) P.T.T Completed Pre-Primary Teacher's Training I year Diploma course From Central Board of India
- 3) (Intermediated) from Board of intermediated Hyderabad (Telangana State) India
- 4) (SSC) Board of secondary Hyderabad (Telangana State) India.

❖ **Technical Skills**

- Completed IOSH Managing safely & Diploma in safety Management.
- Projects, Familiar with I4001 & OHSAS 18001 standards, Environmental controls and
- Extensive knowledge in HSE Training and Administration Assessment, Safety Trainings and
- Monitoring, Safe Work Method Statement, HSE Induction and Behavior based Safety Management.
- Microsoft Office Suite Operating Systems – Windows XP / Vista / Windows 7.

❖ **Job History: Total Experience (10 years)**

UAE Experience :- TMC- Trends Management Consultancy & Safety Trainings

- ✓ **POSITION :- Business Development Executive**
- ✓ **DURATION-(From June to August 2021)**

ACE TRAINING & Consulting-(NEBOSH SILVER PARTNER-Hyderabad India & UAE)

- ✓ **POSITION :- Senior Course Counsellor (NEBOSH and IOSH Courses)**
- ✓ **DURATION:- From August 2020 to March 2021 (Worked)**

➤ **GULF ACADEMY OF SAFETY,(NEBOSH SILVER PARTNER)- Hyderabad India.**

- ✓ **POSITION :** Course Advisor and Asst. Manager
- ✓ **DURATION:** - From March 2016 to March 2020 (**Worked**)

➤ **SAFFETY TRAINING INDIA(In association with SHEilds Ltd-UAE)**

- ✓ **POSITION :** Senior Course Advisor
- ✓ **DURATION :-** From August 2014 to February 2016. (**Worked**)

Projects associated

SHEILDS GLOBAL OFFICES -They have several offices globally, Safety training India in association with SHEilds Ltd delivers high quality, professional Occupational health and safety training, Throughout the World. As a group we are one of the fastest growing NEBOSH and IOSH training providers with students studying worldwide.

Job Responsibilities:

- ✓ To Promote & Sell Professional Training & Consultancy Services.
- ✓ Make phone calls & Communicate with Candidates both in India & Internationally. ✓ Advice & Guide the Candidates to choose the Best Course in Occupational Safety & Health. ✓ Counselling the Candidates from Worldwide.
- ✓ Deal with Corporate Companies also for organizing the trainings for their Employees. ✓
- ✓ Mentoring and training up junior and new staff.
- ✓ Arranging & chairing weekly team meetings,
- ✓ Focusing on targets & achievements.
- ✓ Monitoring & reporting on standards & performance targets.

➤ **SULEKHA Pvt Ltd, Hyderabad (T.S State) India**

- ✓ **POSITION :-** Senior Process Associate
- ✓ **DURATION :-** From June 2013 to June 2014. (**Worked**)

Projects associated

- Sulekha's purpose is to help a billion plus Indians satisfy their many local needs in the quickest smartest way possible.

- We do this by connecting and helping them transact with fellow consumers and local businesses in an environment
- Of trust and security, In short, we lubricate and enable local digital commerce. Sulekha is one of India's leading online
- And mobile platform, enabling millions of connections and transactions every month.

Job Responsibilities:

- ✓ Plan and organize Weekly Sales Targets
- ✓ Make phone calls on database available
- ✓ Communicate with clients for Pre & Post Sales
- ✓ Generate prospects over the phone
- ✓ Mentoring and training up junior and new staff.
- ✓ Arranging & chairing weekly team meetings,
- ✓ Focusing on targets & achievements.
- ✓ Monitoring & reporting on standards & performance targets.

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- ✓ Close available lead.

➤ Just Dial Ltd Pvt Ltd, Hyderabad (TS State) India

- ✓ **POSITION :-** Senior Process Associate
- ✓ **DURATION :-** From June 2012 to June 2013(**Worked**)

Projects associated

- Just dial's search service bridges the gap between the users and businesses by helping users find relevant
- Providers of products and services quickly, while helping businesses listed in Just dial's database to market their offerings. Just dial has also initiated its 'Search Plus' Services for the users. These services are aimed at making several day-to-day tasks conveniently actionable and accessible to the users. With this step,
- Just dial is transitioning from being purely a provider of local search and related information to being
- Enabler of such transactions. Just dial intends to provide an online platform to thousands of SME's to get them discovered and transacted.

Job Responsibilities:

- ✓ Make phone calls on database available
- ✓ Communicate with clients for Pre & Post Sales
- ✓ Generate prospects over the phone
- ✓ Mentoring and training up junior and new staff.
- ✓ Arranging & chairing weekly team meetings,
- ✓ Focusing on targets & achievements.
- ✓ Monitoring & reporting on standards & performance targets.
- ✓ Close available lead.

- Finalizing paperwork for when a member of staff leaves employment.
- Researching a employees references and academic qualifications.
- Assisting with the recruitment and selection process.
- Checking all records to ensure they conform to the requirements of the data protection act. ➤
- Reading all correspondence including inquiry letters, job applications and CVs that are sent ➤
- Screening telephone calls for the senior recruitment managers.
- Writing job adverts and posting them on newspaper and online job boards. ➤
- Managing a employees sickness records and paperwork.
- Attending exit interviews.
- Present when disciplinary hearings are held.
- Involved in the disciplinary and grievance procedure.
- Dealing with the administration for school placements and apprentices
- Support the product specialist's team to product demo based on his insight understanding of the client's situation.
- Reviewing the sales activity both individual and team basis.
- Report to work on time and able to proactively source clients by making phone calls to reach target customers.
- Strong understanding of methods and principles for showing, selling, and promoting products and services including product demonstration, marketing strategy and tactics, sales control system and sales techniques.
- Engage, educate, excite and empower both the employees and costumer.

DECLARATION:

I here by declare that all the information furnished above its true as per Best of my knowledge.

Date :- 22/08/2021

(Signature) ZainabBibi

