SAIBA IRSHAD

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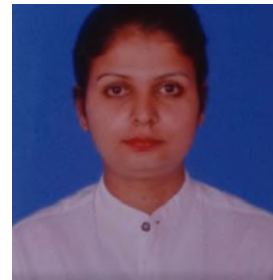
CAREER OBJECTIVE

To associate with an organization that promises a creative career in progressive environment so to enhance my knowledge and skills in the state of new technology and be a part of the team that excels in work towards the growth of organization.

ACADEMIC QUALIFICATION

B.Tech Electronic & Communication Eng. from MAKAUT, West Bengal in 2018

COMPUTER PROFICIENCY

- ✓ C language.
- ✓ C++
- ✓ 3D MAX
- ✓ Data Structure.
- ✓ Basics of JAVA programming.
- ✓ Diploma in computer applications
- ✓ Business Accounting
- ✓ Multilingual D.T.P
- ✓ AutoCAD
- ✓ D.C.A
- ✓ MS Office
- ✓ Adobe Photoshop

ORGANIZATIONAL SCAN

POINEER INFRASTRUCTURE PRIVATE LIMITED   Oct 2018 till date
CAD Designer

- ✓ AutoCAD design of civil, electrical and mechanical projects
- ✓ Review of all the project/s

FUTURE GROUP, Kolkata   Jun 2017 – Sep 2018
Sales Manager

- ✓ Design and implement a strategic business plan that expand company customer based and ensure its strong presence.
- ✓ Own recruiting, objectives setting, coaching and performance monitoring of sales representatives.
- ✓ Build and promotes strong, long lasting customer relationships by collaborating with them and understanding their needs.
- ✓ Present sales, revenue and expenses reports and realistic forecasts to the management team.
- ✓ Identify emerging markets and market shifts while being fully aware of new products and competition status.

WORKSHOP/SEMINAR ATTENDED
- ✓ Participated in two-day workshop on 'Manual Robotics'.
- ✓ Attended seminar at TATA FIRST DOT on entrepreneurship.

EXTRA/CO-CURRICULAR ACTIVITIES
- ✓ Participated in 'DISASTER MANAGMENT' held at Bengal College of Engineering and Technology, Durgapur.
- ✓ A Member of College Activity National Service Scheme (NSS).
- ✓ Organizer of College Activity National Service Scheme (NSS).
- ✓ Participated in NEN event "Wolf of Wall Street" and stood 1st.

SUMMARY OF KEY SKILLS
TECHNICAL SKILLS
- ✓ Understanding of electronic engineering.
- ✓ Diagnostic skills.
- ✓ Micro –electronic circuitry.
- ✓ Computer languages skills (C++, C, JAVA, Data Structure).
- ✓ Understanding of hardware.

GENERIC SKILLS
- ✓ Communication skill
- ✓ Commercial awareness
- ✓ Project management
- ✓ Ability to work independently
- ✓ Innovative /creative problem solving
- ✓ Organizational skill
- ✓ Project planning skill
- ✓ Management power

PERSONAL DETAILS
Nationality   Indian
Date of Birth   14-Sep-1995
Linguistic Skills   English, Hindi
Marital Status   Single
Passport   Z5047336 expiring on 04-OCT-2028