



A S FARDEEN

Date of birth: 04/07/1992 | **Nationality:** Indian | **Gender:** Male | **Phone**

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Address: 4/267 Vadra Villa, Amir Nisha civil line Aligarh, 202001, Aligarh, India (Home)

About me:

You can provide A Self-motivated and success-driven business development Manager with 6+ years of experience in Software, Interiors and Educational sales and business development. Involved in production, management and development of new business strategies. Able to Drive new business through providing excellent customer service and establishes strategic partnerships with stakeholders and executives to increase channel revenue. Outstanding success in building and maintaining relationships with key decision-makers, establishing large volume accounts and ensuring client retention and loyalty.a description of yourself here...

WORK EXPERIENCE

01/01/2021 – CURRENT Aligarh, India

OFFICE MANAGER ACN COLLEGE OF ENGINEERING AND MANAGEMENT STUDIES

- Managing and supervising administrative staff
- Developing, revising, or improving administrative processes to ensure the successful flow of communication across departments
- Collecting, organizing, and maintaining student and personnel records using computer software and database systems
- Arranging social and educational functions for the practice organizing and attending monthly practice meetings.

01/10/2016 – 30/12/2020 New Delhi, India

SENIOR IT MANAGER STUDYBUDDY

- **Project Management:** Oversee the end-to-end process, including client acquisition, marketing, and sales.
- **Contract oversight:** responsible for all facets of contract developments, including analysis, negotiation, and closeout.
- **Business development:** identifies and works with new business areas to assign closeout responsibilities and pinpoint process improvement areas.
- **Cross-functional coordination:** work across internal departments to ensure contracts comply with all business requirements.
- **Prioritization and multi-tasking:** manage multiple, concurrent processes and, where necessary, strategically prioritize to ensure all deadlines are met.

LANGUAGE SKILLS

Mother tongue(s): **HINDI** | **URDU**



Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● EDUCATION AND TRAINING

05/06/2014 – 20/08/2016 delhi, India

MASTER OF BUSINESS ADMINISTRATION Jamia Hamdard University

Address G782+55X, Mehrauli, Badarpur Rd, near Batra Hospital, Block D, Hamdard Nagar, New Delh, delhi, India |

Website <http://jamiahamdard.edu/>

10/07/2010 – 15/07/2013 Aligarh, India

BACHELOR OF ARTS HONOURS Aligarh Muslim University

Address Aligarh Muslim University, Aliagr, Aligarh, India | **Website** <https://www.amu.ac.in/>

05/04/2008 – 18/03/2010 Aligarh, India

SENIOR SECONDARY EXAMINATION XII Zakir Hussain Model Senior Secondary School

Address Muzammil Complex, 10, near Zakir Hussain School, Aligarh, Uttar Pradesh, Aligarh, India

05/04/2006 – 21/03/2010 Gorakhpur, India

HIGHER SECONDARY EXAMINATION –CLASS X uday Public School

Address Jharkhandi, Kunraghat, Gorakhpur, Uttar Pradesh, Gorakhpur, India |

Website <https://udayapublicschools.edu.in/>

● DIGITAL SKILLS

Microsost Office | Web (HTML, CSS, JS, TS, DHTML, ..)

● ADDITIONAL INFORMATION

HOBBIES AND INTERESTS

Hobbies

- Gym enthusiast
- Music lover
- Cricketer
- Traveller
- Cooking

ORGANISATIONAL SKILLS

Skills Market planning
Solution Selling
Customer service
client relationship
Business Development
Territory growth
Project Management
· Negotiations
Sales Analyst



RECOMMENDATIONS

Diljo davis Business Head

I would like to recommend A. S. Fardeen as a competitive and hard-working candidate. A. S. Fardeen is amiable and has good behavior. He is doing a terrific job in his position and has been an asset to our organization during his tenure with the office. He can work independently and is able to follow through to ensure that the work and projects given to him get done on time. As he decided to pursue his further studies abroad, I wish him good luck in his further studies.

Email diljo.davis@gmail.com | **Phone** (+91) 9995554521

Prof Mohammad Akram Professor

It's my pleasure to write this recommendation letter for Mr. A.S. Fardeen, son of Mr. Mohd. Akram, residence of Amir Nishan Vadra Villa, Aligarh, Uttar Pradesh, India. Mr. Fardeen has been known to me for many years, and he was my student in B.A. in Sociology at Aligarh Muslim University, Aligarh, India, in 2013. He has good academic credentials. I find him very hardworking, highly disciplined, intelligent, and dedicated to academic pursuits. I recommend that he be an asset for any organization. I wish him great success in his future assignments.

Email akram.m.soc@gmail.com | **Phone** (+91) 9411983487

DRIVING LICENCE

Driving Licence: AM

Driving Licence: A2

Driving Licence: A

Driving Licence: B1

Driving Licence: B

Driving Licence: C1

Driving Licence: C

HONOURS AND AWARDS

Certificate of 1 year diploma (PDWA) Professional Diploma in Computer Application

Made a Survey report on the topic Customers satisfaction towards Airtel services

Got certificate for representing AMU in North Zone Inter college tournament organized by DELHI UNIVERSITY (DU) in association of ALL INDIA UNIVERSITY council (AIU) IN 2012

Attended a seminar on 'Skill India' held at Jamia Hamdard University in 2015