

Contact

Phone:

+91-9967603902

E-mail:

rubeena1096@gmail.com

Skills

Communication



Customer relationship management



Negotiation



Decision making



Managing leads



Microsoft Office Suite



Workshops

- Markomania
- Animation
- Web Development
- Virtual Reality

Shaikh Rubeena Alam

Career Objective:

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills.

Work experience

Company: Ruby Hydraulic Co. May 2020– July 2021

Role: Business Development

Responsibilities:

- Build contacts with potential clients to create new business opportunities.
- Keep prospective client database updated.
- Make cold calls for new business leads.
- Support in writing new business proposals.

Education

- **MMS degree in Marketing(Systems) specialization with B grade** from **Mumbai University (Pillai's college)**, 2018-2020
- **Bachelor of Science (Information Technology)** with **First Class (60.37%)** from Mumbai University, 2017
- **H.S.C. (12th) with Second Class (58.92%)** from Maharashtra Board, 2014
- **S.S.C. (10th) with Distinctive(75.09%)** from Maharashtra Board, 2012
- **Digital Marketing** pursuing from Freelance Academy