

# Aijaz Dar

New Delhi, India, 110025 | +91-8851982606

*aj.d56x@gmail.com*

Detail-oriented professional with a robust background in various domains, including research, analysis, and effective client communication. Demonstrated track record of executing tasks meticulously and meeting stringent deadlines. Enthusiastic about leveraging my diverse expertise and unwavering commitment to professionalism in any role I undertake.

## EXPERIENCE

Sr. Academic Counselor

Aug 2023- Present

*4Achievers LLP, Noida*

- Provided comprehensive counseling to prospective learners, meeting and exceeding monthly and quarterly targets.
- Demonstrated professionalism in communication and adherence to established guidelines.

Inside Sales Trainee

Jan 2023 - August 2023

*Citizen Media Pvt Ltd., Noida*

- Developed persuasive communication skills to address customer concerns and achieve sales targets.
- Collaborated effectively with the sales team to ensure success.

Clinical Research Assistant

Nov 2019 - Mar 2020

*Qaaf HealthCare International, New Delhi*

- Assisted in the preparation and handling of clinical documentation, ensuring adherence to SOPs.
- Contributed to study-specific document writing and review with meticulous attention to detail.

Research Intern

Oct 2016 - Oct 2018

*CSIR- National Institute of Science Communication and Information Resources, New Delhi*

- Evaluated the editorial quality of manuscripts and managed the peer review process, demonstrating strong attention to detail and editorial skills.
- Maintained the journal database, conducted data analysis, and prepared progress reports, showcasing proficiency in database management and data analysis.
- Provided editorial assistance, screened scholarly manuscripts, and ensured content clarity and accuracy, highlighting expertise in editing and proofreading.
- Collaborated on various departmental projects, workshops, seminars, and conferences, exhibiting strong teamwork and communication skills.

## Skills

Research and Analysis, Healthcare Regulations, Clinical Documentation, Technical Writing, Editing and Proofreading, Database Management, Process Validations, Laboratory Methods, Problem-Solving, Planning and Organization, Medical Terminology, Regulatory Knowledge,

