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 4Achievers LLP, Noida Aug 2023- Present

• 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 Citizen Media Pvt Ltd., Noida Jan 2023 - August 2023

• Developed persuasive communication skills to address customer concerns and achieve sales targets.

• Collaborated effectively with the sales team to ensure success.

Clinical Research Assistant *Qaaf HealthCare International, New Delhi* Nov 2019 - Mar 2020

- 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 InternOct 2016 - Oct 2018CSIR- 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, Documentation Management, Quality Management Systems (QMS), Project Management, Attention to Detail, Cross-Functional Collaboration, Inside Sales, Continuous Learning, Customer Relationship Management (CRM), Lead Conversion, Market Research, Data Entry, Report Preparation, Interpersonal Skills, Time Management, Adaptability, Teamwork, Communication Skills (Written and Verbal), Computer Skills (MS Office Suite, Data Entry Software, etc.), Analytical Skills, Presentation Skills, Negotiation Skills, Conflict Resolution, Research Methodologies, Statistical Analysis, Compliance Management, Vendor Management, Training and Development, Sales Strategy Development.

EDUCATION

M. Sc – Microbiology March 2016 Sher-e-Kashmir University of Agricultural Sciences and Technology, Jammu B. Sc (Biology) June 2013 University of Kashmir

HONORS & AWARDS

Diamond Jubilee Research Interns Award 2016 Council of Scientific and Industrial Research, New Delhi

I am excited about the opportunity to contribute, learn and adapt quickly.

Sincerely, *Aijaz*