

TOUBA NASEER KHAN

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Habak crossing, Srinagar

SUMMARY

I am a Language and public speaking expert having experience of teaching international students in improving their communication. I also have experience of working as Business Development Specialist, enhancing lead generation and client engagement. I am proficient in CRM system management, public speaking, and team oversight. I have successfully developed English language and public speaking curriculums, improving speaking proficiency of kids and adults. With expertise in managing high-value clientele, I excel in training teams as well.

EXPERIENCE

English Language and Public Speaking Trainer 03/2023 - Present

Planet Spark

Educational company specializing in English language and public speaking training

- Designed diverse English language and public speaking curriculums for students in Middle East and US.
- Established tailored methods to enhance speaking proficiency of kids and adults.
- Aided academic growth through consistent support and resource allocation.

Business Development Specialist 2024 - 2024

Bhanzu

Company focused on business development and training

- Engaged potential leads using targeted outreach.
- Implemented CRM tools for consistent tracking of client engagements.
- Highlighted program benefits through tailored student-focused presentations.
- Networked at industry events to enhance company visibility
- Conducted training sessions for business development team.

Unit Manager 09/2023 - 2023

Shri Ram Finance

Non banking financial corporation

- Managed a team of six to drive Fixed Deposit, Life Insurance, Transport Finance and SIP sales.
- Served as primary liaison for high-value clientele, overseeing intricate transactions.
- Examined market patterns and client data to pinpoint business potential.

EDUCATION

BSc Honors in Botany 2023

University of Kashmir Srinagar

Diploma in Basic Computers 2020

EduCadd



SKILLS

Team management · Customer support ·
CRM system management ·
Customer acquisition and retention ·
Sales and pre sales ·
Training and mentoring · Cold calling

LANGUAGES

English	Native	●●●●●
Urdu	Native	●●●●●
Hindi	Native	●●●●●