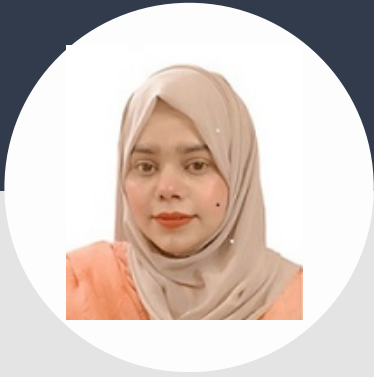


SUMMAIYA YAMEEN

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CONTACT

- +971-556544145
- summaiya.9044@gmail.com
- Dubai, UAE

SKILLS

- Project Management
- MS office
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Chat GPT, AI

VISA STATUS:

Resident

LANGUAGES

- English (Fluent)
- Urdu (Native)
- Hindi (Native)

CERTIFICATIONS

- Asp.Net Dev. - 2019
- AI- PoweredPerformance Ads Certifications` - 2024
- Certified Business Analysis
- Professional Assessment - 2024



PROFILE

Experienced business development analyst skilled in market research, strategic planning and client relationship management. Expertise in data analysis to drive revenue growth and optimize business expansion. Strong communicator with negotiation prowess, adept at fostering partnerships. Deep understanding of industry dynamics and committed to developing actionable strategies for organizational success.



WORK EXPERIENCE

Business Development Executive

2024- CURRENT

C D General Trading LLC, Dubai, UAE (Remote)

- Managing online store's operation.
- Data Analysis.
- Order Processing within the scope of handling order procedures
- Generating and converting leads.
- Building relationship with potential clients.
- Developing and presenting proposals customized for each client's specific business needs
- Developing rapport with key decision makers
- Managing virtual and in-person sales meetings

Sr. Business Development Analyst cum Customer Success Associate

2020-2024

CedCoss Technologies Pvt Ltd. , Lucknow, India

- Identify sales opportunities through extensive market research.
- Selling different products and services on the website to potential customers.
- New client acquisition and help them understand the various online solutions available with the business.
- Maintaining relationship and growing business from existing clients.
- Email content marketing.
- Development of technical content.
- Managing the churn rate and increasing customer retention.
- Educating customers with in-app help and improving customer experience.
- Building relationships by providing consistent value and fostering customer loyalty.
- Collecting customer feedback and closing feedback loops.
- Liaising with the sales and marketing team to understand the customer need and better user insights.
- Providing direct support to customers, addressing their inquiries and resolving issues.



- Optimize end-to-end e-commerce journey, From lead generation to conversion and post purchase followup.
- Manage and maintain e-commerce platforms(Shopify, Magento, Woocommerce etc.), including product listings, pricing and inventory management.

Business Development Analyst

2019 - 2020

Bhatnagar Advisors Pvt Ltd (Career Views) - Lucknow, India

- Analyzing the current data and state of policies, procedures and other aspects of the business.
- Reviewing current and prospective contracts.
- Looking at the company's financial data to set goals.
- Creating development strategies and plans.
- Educating staff on new strategies and overseeing their implementation.
- Doing market research.
- Establishing and monitoring business metrics.
- Generating data and reports to show progress.



EDUCATION

High School

Exon Montessori Inter College, Lucknow, India.

Intermediate

Exon Montessori Inter College, Lucknow, India.

Diploma in Computer Science and Engineering

Maharishi University of Information and
Technology, Lucknow (India)

B.Tech. in Computer Science and Engineering

Maharishi University of Information and
Technology, Lucknow (India)

