**BURHAN AYUB SHAH**

**Mobile:** +91-8802940321 ~ **Email:** askburhan.shah@gmail.com

**Seeking assignments with an organization of repute for personal as well as Organisational growth.**

**CAREER CONTOUR**

**BYJU’S (Think & Learn Pvt. Ltd.), Bengaluru**

**Business Development Associate Aug 2021 – Oct 2021**

**On job Training May 2021 – Jul 2021**

**Sharp Construction Agency, Srinagar, J & K**

**Project Manager / Junior Engineer Dec 2018 March - 2021**

**KEY RESULT AREAS**

* Handling sales & coordinate transition & delivery of their products and services.
* Building coordination with internal teams to develop new sales and marketing strategies.
* Consulting with senior management to discuss innovation or development in existing services to meet client & market demand.
* Getting contacts of potential customers via cold calling, emailing and World Wide Web.
* Identifying & qualifying new customer’s companies policies & business model.
* Coordinating appointments, calls & meetings between senior management and customers for new discussing opportunities and business expansion.
* Conducting meetings with internal teams & customers to discuss project development & delivery stages.
* Maintaining and updating the customer database.
* Supporting the business development team in creating a business model, project budget, scope of work document & business plan.
* Ensuring internal teams develop projects with high client satisfaction.
* Working with various teams to achieve quarterly or yearly targets.

**ACADEMIC CREDENTIALS**

2018 B.Tech. (Civil Engineering) from Amity University, NOIDA, UP with 6.04 CGPA

2014 12th (Science) from The Tyndale Biscoe School, J&K with 81%

2011 10th from The Tyndale Biscoe School, J&K with 93.60%

**INTERNSHIPS UNDERTAKEN**

**Company:** J & K State Government P.H.E Department

**Project:** Management of Water Supply Scheme, Tangnar, Srinagar

**Duration:** 45 Days

**Company:** J & K State Govt. P.H.E Department

**Project: Management** Water Supply Scheme, Rangil

**Duration:** 45 Days

**Project:**  The business as well as construction plan of water pipeline distribution system using EPANET software, of a

 Village, Kalonda, Ghaziabad.

**SKILLS**

* Strong communication and presentation skills.
* Ability to influence & negotiate with others rigorously
* Commercial awareness
* Creative & strategic thinking
* Effective & proven organizational skills
* Self-motivation & the ability as well as experience to be motivated by targets
* Resilience.
* Professional required relevant IT skills ( MS Office, MS project, Primavera, etc )

**EXTRAMURAL ENGAGMENTS**

* Volunteered to work in an NGO, UMEED- DROP OF HOPE, under the project ‘Knowledge for All’.
* Attended ‘Military Training Camp’ at Manesar, Gurugram. (2017)
* Participated in the organization of International Conference TRACE (Trends and recent advances in Civil Engineering)-2016 & 2014
* Attended National Seminar on Indian Building Congress and Earthquake Resistant Design (2017).

**PERSONAL DOSSIER**

**Date of Birth:** 1st May 1995

**Address: Permanent :** 18, Naqshband Colony, Umerheir, Buchpora, Srinagar J & K, India – 190020.

 Current : Lajpat Nagar 3, New Delhi,, India – 110024.

**Languages Known: Fluent in** English, Hindi, Urdu and Kashmiri

**Passport Number:** N3334469 (**Valid till:** 07/09/2025)

**License No.:** JK-0120140088799 (**Valid till:** 18/04/2034)