

ANJUM KHATOON

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PROFESSIONAL SUMMARY

Recent biotechnology graduate with a strong enthusiasm and a keen interest in the intersection of science and business. Eager to leverage my scientific expertise to identify market opportunities and effectively promote products or services. My coursework has equipped me with fundamental skills, and I am eager to apply and expand upon these abilities in a real-world setting. A quick learner with a positive attitude, I am dedicated to contributing effectively to a team and open to new challenges and opportunities for professional growth. Proven ability to work collaboratively in team environments and effectively communicate complex ideas.

EDUCATION

Amity University, Kolkata July 2019-June 2022
B.Sc in Biotechnology GPA: 7.3

Barasat Indira Gandhi Memorial High School, Kolkata April 2015-March 2017
Higher Secondary School 70%

Marwari Balika Vidyalaya, Kolkata March 2015
Secondary Education 80%

SKILLS

- Microsoft Office
- Microsoft Outlook
- Canva
- MS Excel
- Tableau
- Enthusiastic and Self-motivated
- Excellent Communication skills
- Flexible
- Desire to expand skills into new areas
- Promptness
- Technical savvy
- Problem solving abilities

PROFESSIONAL EXPERIENCE

Adity Birla Sun Life Insurance - Kolkata, India July 2022-March 2023
Financial Planner

- I played a pivotal role in providing comprehensive financial guidance to clients, contributing to the overall success of the team. My responsibilities included conducting thorough financial analyses, assessing clients' needs and goals, and formulating tailored financial plans.
- Through effective communication and relationship-building skills, I fostered strong connections with clients, earning their trust and loyalty
- Additionally, I actively participated in team collaborations, staying abreast of industry trends and regulatory changes to ensure clients received the most up-to-date and relevant financial advice.

PROJECT

Academic Project: Stem Cell Transplants in Cancer – Based on Research article (Amity University) August 2020-Jan 2021

This project helped me understand:

- how should we choose a transplant,
- how it works, and
- understood the importance of T- lymphocytes during transplant and learned about different types of transplants.

CERTIFICATIONS

- Master in Computer Application – **Saraswati Computers** March 2023-September 2023
- **Excel Basics For Data Analysis**
– authorized by **IBM** and offered through **Coursera.** September 2023-November 2023
- **Introduction to Microsoft Excel**
- project authorized by **Coursera Project Network** and offered through **Coursera.** November 2023

LANGUAGES

English/Hindi/Bengali