CURRICULUM-VITAE

## Zobaidah Khatoon

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Email: zobaidahnesa1987@gmail.com

**Professional Qualifications and Education:**

* **Master of Business Administration (Human Resource Management)** from Mahatma Gandhi University with 65 percent in year 2014.
* **Bachelor of Technology in Food Process and Engineering** from Sam Higginbottom Institute of Agriculture, Technology and Sciences, Allahabad, India’s one of the premier agricultural and food research institute, with CGPA 9.01 in year 2012.
* **Class 12th** from Guru Gobind Singh Public School (CBSE), Bokaro Steel city with 77.4 percent in year 2006.
* **Class 10th** from Bokaro Ispat Senior Secondary School with 85.4 percent in year 2004.

**Professional Profile:**

* Working as Administrative Officer cum Human Resource Planning in Khushi Baby, A USA Based Project. My responsibilities include to promote, negotiate, market assessment for the product, and to track compliance, deadlines, priorities and administrative support to the team and associates.
* I have been working since 10th Jan 2016 till now.

## CORE RESPONSIBILITIES:INCLUDE

* Visit & participate in the block level review meetings twice in a month.
* Handle employee grievances formally & informally forward them to concerned department & follow up for resolution.
* Managing office supplies stock & placing orders.
* Preparing regular financial & administrative reports.
* Administration of company databases.
* Prepare reports & presentations with statistical data as assigned .
* **Quality Control** in PepsiCo India Holding Private Limited

Duration: 29th July 2013 to 28th December 2015

* Internship in Pepsi Co (at SMV Beverages of Jaipuria Group, Jamshedpur), involved with the process management of bottling and assigned with the task of understanding critical points of organizational ecosystem.
* Lead the study on **“Value Addition of low marketable potatoes through preparation of potato flour based products”** during B. Tech.
* Internship at **Bihar State Milk Co-Operative Federation Ltd**. During B. Tech.
* Professional understanding of Food Microbiology, Pest Control Programs, and Techniques.
* Knowledge of ISO 22000-Food safety management systems, ISO 22001-Guidelines on the application of ISO 9001:2000 For the food & drink industry. Major compliance of Food and Drug Administration.
* Attended seminars and conferences include one on High Pressure Processing Technology.

**Computer literacy:**

Programming Languages : C

Software : SPSS (Statistical Package on Social Science), MS Office

**Personal Details:**

Date of Birth : 18th November, 1987

 Address : 123 Kharol Colony Fatehpura Udaipur 313001

 Land mark:Near Star Hospital

 Languages Known : English, Hindi, and Urdu

 Hobbies : Cooking, Travelling, listening to songs

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 **Zobaidah Khatoon**