

# Fidha shukoor

*Business Development Executive | Administrative Assistant | Junior Planning Engineer | Civil Engineer*

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☎ 971 504363418

📍 Dubai, UAE

## Summary

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Self-motivated and productive employee with proven track record of producing quality outcomes. Energetic self-starter and team builder.

Navigates high-stress situations and achieves goals on time. Excellent networking, revenue generation and account management skills. Persuasive communicator with goal-oriented mindset.

## Experience

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2024 – Present

Dubai, UAE

### **Business Development Executive**

*Knowledge Planet (Physics Wallah)*

Its-driven Business Development Executive with a proven track record in driving institutional partnerships, increasing student enrollment, and promoting educational products and services.

Skilled in market research, client acquisition, and strategic sales planning within the education and edtech space.

09/2024 – 11/2024

Dubai, UAE

### **Administrative Assistant**

*Topline Gulf Contracting LLC*

A designated individual maintained both digital and physical filing systems for all technical and administrative documents related to the UAE construction projects.

Handled incoming and outgoing correspondence, including phone calls, emails, and other forms of communication with construction managers, architects, and other project stakeholders.

Coordinated office activities and booking travel arrangements for project team members as needed.

08/2024 – 09/2024

Dubai, UAE

### **Junior Planning Engineer**

*Arco Trunkey Solutions*

Created and updated project schedules using software named Primavera P6 and ensuring work is performed according to specifications and quality standards.

Maintained accuracy and attention for records and ensuring smooth project operations.

Prepared regular reports summarizing project status, including earned value analysis.

Maintained proper records of cost estimates, tender submissions, and project budgets and ensuring that the project stays within budget.

06/2020 – 02/2022

Ernakulam, India

### **Civil Engineer**

*NJN Homes and Housing Projects*

Preparing detailed drawings and plans for building and infrastructure projects using CAD software.

Managed timely execution of the project by preparing resources, requirements scheduled and ensuring projects are safe, functional, and sustainable.

Maintained excellent customer satisfaction by open communication, addressing concerns promptly, and celebrating project milestones.

## Education

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07/2019 – 05/2023      **Bachelor Of Technology In Civil Engineering**  
*KMEA Engineering College*

## Languages

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<b>English</b>	<b>Malayalam</b>	<b>Hindi</b>
Proficient	Native	Advanced

## Key Achievements

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### Enhanced Cost Reduction Accuracy

- Reduced material collection cost discrepancies by 30% through strategic audits and checks.

### Improved Customer Satisfaction

- Addressed 50+ customer complaints monthly, ensuring 90% resolution efficiency.

### Expanded Customer Base

- Generated 20% increase in customer base through strategic sales strategies.

### Optimized Training Programs

- Trained 15 new associates, boosting efficiency by 25% for construction.