

Khan Mir Sajid Ali

Team Lead cum Department Head



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Aurangabad, M.S. India.

Summary

Motivated and experienced professional with a proven track record in diverse roles, spanning from quality assurance in the beverage industry to leadership in educational administration. Possesses over a decade of hands-on experience, excelling in roles ranging from transcription and customer care to research and DNA barcoding. Adept at managing projects, teams, and administrative functions. Demonstrates excellent organizational, communication, and problem-solving skills.

Proficient in utilizing office technology and equipment, with a keen ability to multitask and prioritize tasks effectively. Accomplished in data entry, filing, and implementing policies for enhanced operational efficiency. Strong leadership skills complemented by a commitment to fostering interpersonal relationships. Seeking a challenging position as an Office Manager, Administrative Coordinator/Director, Administrative Services Manager, Executive Assistant, or Operations Manager, where skills in leadership, communication, and problem-solving can drive success.

Experience



Team Lead cum Head of Department – Nov 2022 - Present (1 year 2 months)

Medworld Solutions Pvt Ltd

- Directed and supervised the empanelment department, optimizing rates and terms.
- Conducted hospital empanelment, maintained relationships, and provided regular reports.
- Proofreading Email communication of teammates.
- Streak CRM for Gmail and team work.
- SOP preparation implementation.



Admin Executive & Lab Head – May 2018 - Aug 2021 (3 years 4 months)

HAP INTERNATIONAL SCHOOL (CBSE)

- Organized intra-school collaborations, events, and contributed to marketing strategies.
- Established Practical Labs and associated curriculum development.
- Managed administrative tasks and contributed to school hierarchy and strategic planning.



Scientific Researcher – Jul 2015 - Aug 2016 (1 year 2 months)

Mahyco Maharashtra Hybrid Seeds Co.

- Conducted advanced studies for plant phenotyping and mutation breeding.
- Established and maintained a database for High Throughput Plant Phenotyping studies.



Scientific Researcher – Aug 2012 - Jun 2015 (2 years 11 months)

Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

Dept – Paul Hebert Centre for DNA Barcoding

- Conducted fieldwork for sample collection, DNA isolation, and genetic analysis.
- Published research on genetic structure and conservation issues in reputable journals.
- Generated, Managed and uploaded databases related to genome and species on CCDB Canadian Center DNA Barcode.



Quality Control Analyst (Microbiologist) – Apr 2011 - May 2012 (1 year 2 months)

The Coca-Cola Company

Co-Production – Indo European Breweries Limited

- Conducted comprehensive water and microbial analysis as a microbiologist QA.
- Managed ISO compliance and internal audits for quality assurance.



Customer Service Specialist – Apr 2009 - Sep 2010 (1 year 6 months)

Vodafone



Customer Service Representative – Apr 2008 - Mar 2009 (1 year)

Aditya Birla Minacs world Wide Ltd.



Business Transcriptionist – Sep 2008 - Feb 2009 (6 months)

Real Team Systems

Education



Caltech

Post Graduate Program in AI and Machine Learning, Artificial Intelligence

Oct 2023 - Pursuing



Maulana Azad College Aurangabad

Master of Science - MS, Microbiology, General

Aug 2011 - Oct 2014



Maulana Azad College Aurangabad

Bachelor of Science - BS, Microbiology, General

Jun 2008 - Oct 2011



Maulana Azad College of Arts, commerce & Science, Roza Baug

Higher Secondary Certificate (H.S.C) , Microbiology, General

Jun 2006 - Mar 2008



New Apostolic English High School

Secondary School Certificate (S.S.C) , Junior High/Intermediate/Middle School

Education and Teaching

Skills

Interpersonal Skills:

- Effective Communication • Team Collaboration • Leadership • Adaptability • Problem-Solving
- Conflict Resolution • Networking • Time Management • Emotional Intelligence • Negotiation
- Administration

Technical Skills:

- Project Management • Microsoft 365 • Data Analytics • Quality Assurance • SOP Implementation
- Customer Relationship Management (CRM) • DNA Barcoding and Genetic Analysis • Research and Project Coordination • IT Strategic Planning • System Administration • Leadership Administration

Licenses & Certifications



Human Skills for Managers Professional Certificate - *LinkedIn*



Master In-Demand Professional Soft Skills – *LinkedIn*



Career Essentials in Business Analysis - *Microsoft*



Career Essentials in System Administration - *Microsoft*



Zendesk Customer Service Professional Certificate - *Zendesk*



Corporate Recruiting Professional Certificate -*American Staffing Association*



ServiceNow IT Leadership Professional Certificate - *ServiceNow*



Atlassian Agile Project Management Professional Certificate - *Atlassian*

Publications

- **“Bacterial chromate uptake by chemoautotrophic and myxotrophic free and embedded cells in enrichments obtained from rock samples”**
ISSN: 2248 –9215 Journal European Journal of Experimental Biology 3 (5), 478-483
- **“Authentication of origin of meat species processed under various Indian culinary procedures using DNA barcoding”**
ELSEVIER Food Control. <https://doi.org/10.1016/j.foodcont.2018.02.012>