**Objective:** To utilize and develop my current careers where I can contribute my professional skills, knowledge and make me competent to do my best for the successful of the Organization.

**Work Experiences:**

**Asst Admin**

**Sangam Industries**

**India Bangalore.**

**Job Description:**

* Responsible for acknowledging receipt of all the emails which includes queries, orders etc. Record all the queries electronically by giving reference numbers on daily basis and update the status of deadline and completion.
* Process the enquiries according to priority basis.  
  Monitor and screen all incoming emails and record them appropriately.  
   Obtain most competitive rates.  
   Quality check of quotations before submitting.
* Maintain effective customer service by sending timely quotations to the clients with competitive prices.  
   Responsible for maintaining Daily Report which includes Enquiry, Quotation, Sales etc.
* Follow up on quotations to achieve high hit rate.
* Assist the operation team on their assigned queries.
* Maintain effective relationship with all vendors to obtain competitive rates and problem free deliveries.
* Provide secretarial assistance such as receive visitors, attend phone calls, arrange appointments, and respond to requests for information.
* Be innovative and responsible for the growth of organization.

**HR Recruiter**

**Acharya Institute Of Technology**

**India Bangalore**

**Job Description:**

* Develop and execute recruiting plan.
* Network through industry contacts association membership’s trade groups and employees.
* Lead the creation of a recruiting and interviewing plan for each open position.
* Efficiently and effectively fill open positions.
* Conduct regular follow up with managers to determine the effectiveness of recruiting plans and implementation.
* Build network to find qualified passive candidates.
* Maintain regular contact with possible future candidates.

**Personal Details**

Birth Date : 06th June 1990

Place Of Birth : Bangalore

Civil Status : Married

Citizenship : Indian

Gender : Female

Religion : Christian (Protestant)

**Educatoinal Attainments**

Level : College Graduate

Degree Course : Bachelor Of Business Management

Name Of School : Soundarya Institute Of Management And Science

**Personal Profile**

* Service oriented person
* Computer Literate
* As good communication skills
* Adapt quickly to various and changing environment.
* Works well with everyone
* Hardworking, Honest

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**Gulfjobseeker.com CV No:** 1521558