**ANJALI **

**Email:** [*anjali.364841@2freemail.com*](mailto:anjali.364841@2freemail.com)

***Objective:***

*To work in a prestigious organization which offering diversified learning opportunities and where*

*I utilize my knowledge and skill and seek career enhancement in the field of Sales Management.*

***Work Experience:***

**NATWORLD CORPORATION**

**Introduction- Natworld Corporation is an exporter from India.The company exports Printed Books from India and l and country of origin is India.**

**Administrator:**

**Responsibilities:**

● Using a Range Of Office Software, Including Email, Spreadsheets & Databases

● Managing Filing System

● Developing & Implementing New Administrative System, Such As Record Management

● Overseeing The Recruitment Of New Staff, Sometimes Including Training & Induction

● Promoting Staff Development & Training

● Delegating Work To Staff & Managing Their Work Load & Output

● Implementing & Promoting Equality & Diversity Policy

**E-MEDITEK TPA SERVICES LTD**

**Executive:**

**Responsibilities:**

● Co-ordination with ADT for Cashless admissions and discharges

● MIS reports

● Preparation and Submission of Monthly Reports

● Inform Consultant & Patient's relative as & when required

● Preparation and Submission of Monthly Reports

● Client email response and closure

**Tradeindia- Infocom Network Limited**

**Sr. Sales Executive**

**Responsibilities:**

● Sales Follow up

● Assist to boss in venders meeting

● Feeding future buying trends back to employers

● Attending team meeting and sharing best practice with colleagues

● Listening to customer requirements and presenting appropriately to make a sale

● Maintaining and developing relationships with existing customers in person and via telephone calls and emails

● Preparation of Claims of Clients

● Management Reports as per Requirements

***Academic Qualification***

**Particulars Institute Year**

|  |  |  |
| --- | --- | --- |
| **Bachelor of Arts (BA** | **)** University of Karnataka 2016 |  |
| Higher Education  ***Key skills:*** | Gagan Bharti Sr.Sec School (CBSE Board) | 2013 |

✓ Meeting & Event planning

✓ Intellectual

✓ Leadership

✓ Excellent interpersonal skills

✓ Commercial awareness

✓ Confidence

✓ Communication

✓ Ability to attain targets

✓ Vision

✓ Policy knowledge

✓ Ms Office

✓ Office Management

***Personal Information:***

Gender : Female

Date Of Birth : 3 December,1995

Marital Status : Single Religion : Hindu Nationality : Indian

Reference : Will be furnished upon request.