

# SANJUKTA

SALES COORDINATOR  
CUSTOMER SERVICE  
OFFICE ADMINISTRATOR



## CAREER OBJECTIVE:

To pursue excellence with hard work dedication, and self-determination. To interact with the best of my professional approach towards career path and job assignment.

## Profile:

- Well focused and committed, I thrive under pressure, enjoy creating new ideas and challenges with propensity for solving problems.
- An effective thinker and doer with good communication, organizational and presentation skills with an aptitude for team working and leadership.
- Enthusiastic and quick learner.
- Good Command in Electrical Engineering, PLC Automation, Auto-CAD Designing, System solutions.

## Education Qualification

| Degree                  | Year | Institute                                       |
|-------------------------|------|---|
| Diploma Electrical Engg | 2013 | Odisha State Technical Edu. Council (SCTE & VT) |
| ITI (Electrician)       | 2010 | Odisha State Technical Edu. Council (SCTE & VT) |
| S.S.C                   | 2007 | Odisha State Edu. Council (SCTE & VT)           |

## Personal Details

Nationality Indian  
Date Of Birth 18<sup>th</sup> December 1991  
Marital Status Single  
Visa Status Cancelled Visa due to Non Payment of Salary  
Contact Number 0505657275  
E-mail Address [Sanjukata-406121@gulfjobseeker.com](mailto:Sanjukata-406121@gulfjobseeker.com)

## Reference

Mr. Anoop P Bhatia, HR Consultant, Arabian Job Seeker  
[feedback@arabiansearch.agency](mailto:feedback@arabiansearch.agency) +919979971283

## Career History:

|  |                                    |
|--|------------------------------------|
| <b>Company Name</b>  | <b>GU Commercial Brokers</b>       |
| <b>Designation</b>   | <b>Sales Coordinator</b>           |
| <b>Duration</b>  | <b>October 2023 - January 2024</b> |
| <b>Responsibilities:</b><br>Sales and Marketing leading coordination.<br><br>Providing solutions to the client Discussing production related inputs.<br><br>Handling staff related documents and training programs.<br><br>Maintain proper filling records for feature review and audit process. |                                    |

|   |  |
|---|--|
| <b>Company Name</b>   | <b>Mindfire Solutions — IT based firm.</b> |
| <b>Designation</b>  | <b>IT Business Development Manager</b>     |
| <b>Duration</b>   | <b>December 2018 - Jan 2023</b>            |
| <b>Responsibilities:</b><br>Provide software solutions to the international clients.<br><br>System support, client reporting on daily basis. Handle business development seminars. Attend and lead staff training programs, conference meetings and management reporting. Monitor software development contracts and stage wise development. Detailed reporting to the Management at the end of project.<br><br>Business search and cracking deals with potential global clients.<br><br>Maintaining proper filing records for future review and audit purposes |  |

|   |   |
|---|---|
| <b>Company Name</b>   | <b>Veira Electronics Pvt. Ltd.— Product based firm.</b> |
| <b>Designation</b>  | <b>Senior Customer Support Representative.</b>          |
| <b>Duration</b>   | <b>August 2017 - July 2018</b>                          |
| <b>Responsibilities</b> <ul style="list-style-type: none"><li>• Leading customer support team.</li><li>• Providing solutions to the clients related to product.</li><li>• Daily, weekly, monthly reporting.</li><li>• Handling staff training programs.</li><li>• Maintaining proper filing records for future review and audit purposes.</li></ul> |   |

|                     |  |
|---------------------|--|
| <b>Company Name</b> | <b>Riseonex Solutions Pvt. Ltd.</b>            |
| <b>Designation</b>  | <b>Senior Customer Support Representative.</b> |
| <b>Duration</b>     | <b>June 2015 - July 2016</b>                   |

**Responsibilities:**

- Leading customer support team.
- Providing system solutions to the clients
- Daily, weekly, monthly reporting.
- Handling staff training programs.
- Maintaining proper filing records for future review and audit purposes.

**Computer Literacy:**

| <b>Courses</b>     | <b>Duration</b> | <b>Last Used</b> | <b>Level</b> |
|--------------------|-----------------|------------------|--------------|
| Microsoft Office   | 2010 till Date  | Present          | Perfect      |
| Internet & E-mails | 2010 till Date  | Present          | Perfect      |
| PLC Automation     | 2013 till Date  | Present          | Perfect      |
| Auto-CAD Designing | 2013 till Date  | Present          | Perfect      |

**Verbal Skills:**

| <b>Languages</b> | <b>Reading</b> | <b>Writing</b> | <b>Speaking</b> |
|------------------|----------------|----------------|-----------------|
|------------------|----------------|----------------|-----------------|

|                      |           |           |           |
|----------------------|-----------|-----------|-----------|
| English              | Excellent | Excellent | Excellent |
| Hindi (National)     | Excellent | Excellent | Excellent |
| Odia (Mother Tongue) | Excellent | Excellent | Excellent |

**Area of Interest**

- PLC Automation.
- Auto-CAD Designing.
- Electrical Engg.