

Curriculum Vitae

RAJNI THAKUR

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Objective

Being a self-motivated and hardworking professional, I possess the skill to undertake execute effectively the challenging jobs. I know my efficiency and opportunities as well. So I can say easily if got a chance in this organization. I can prove myself.

Qualification

- ❖ **MBA** in HR Stream from **Sikkim Manipal University in 2012.**
- ❖ **B.Com** Graduated from **Delhi University in 2006.**
- ❖ 12th Passed From **C.B.S.E** in 2002.
- ❖ 10th Passed From **C.B.S.E** in 2000.

Extra experience

One Year Dip. In DIT from Lal Bahadur Shastri Training Institute, Yamuna Vihar, Delhi.

Work Experience

- Working with **M/s. Lumaire Labs Pvt. Ltd.,** From **March 2022 to till date** as a Business Development Manager
 - ❖ Handling team for sales generation.
 - ❖ Convert enquiry into Order.
 - ❖ Generate New Business Development from different sources like Indiamart, Google adwords, Linked In.
 - ❖ To provide quotation for the existing & new customers.
 - ❖ Handle escalations received on phone, E-Mail, letter, Fax etc. and close them at the earliest.
 - ❖ To maintain daily, weekly & monthly reports & Minutes of Meeting.
 - ❖ Performing general administrative duties including the management of the internal and external mail.
 - ❖ Learning of deal with customer and handling of their queries.
 - ❖ Maintain data for the subscription records.
 - ❖ Maintain Sales data on ERP.

- Worked with **M/s. Hongyi JIG** Rapid Technology From **September 2021 to December 2021** as a Sales Manager
 - ❖ Convert enquiry into Order.
 - ❖ Generate New Business Development from different sources like Indiamart, Google adwords, Linked In.
 - ❖ To provide quotation for the existing & new customers.
 - ❖ Handle escalations received on phone, E-Mail, letter, Fax etc. and close them at the earliest.
 - ❖ To maintain daily, weekly & monthly reports & Minutes of Meeting.
 - ❖ Performing general administrative duties including the management of the internal and external mail.
 - ❖ Learning of deal with customer and handling of their queries.
 - ❖ Maintain data for the subscription records.
 - ❖ Maintain Sales data on ERP.

- Worked with **M/s. A-One Industries** From **October 2019 to June 2020** as a Project head Co-ordinator.
 - ❖ To provide quotation for the existing & new customers & Generate enquiry into Order
 - ❖ Generate New Business Development from online portal.
 - ❖ Coordinating with Factory for Completion of Customer's Orders.
 - ❖ Co-ordination with Accounts for Raising Bills of material supplied to customers.
 - ❖ Chasing for payment of Customers for the supplied material
 - ❖ Handle escalations received on phone, E-Mail, letter, Fax etc. and close them at the earliest.

- Worked with **M/s. MITRAS Technocrafts Pvt. Ltd., From April 2015 to April 2019** as a Sr. Sales Coordinator cum Sales Team Leader.
 - ❖ Generate enquiry into Order.
 - ❖ Generate New Business Development from different sources.
 - ❖ Coordinating with Factory for Completion of Customer's Orders.
 - ❖ Co-ordination with Accounts for Raising Bills of material supplied to customers.
 - ❖ Chasing for payment of Customers for the supplied material
 - ❖ To provide quotation for the existing & new customers.
 - ❖ Handle escalations received on phone, E-Mail, letter, Fax etc. and close them at the earliest.
 - ❖ To maintain daily, weekly & monthly reports.
 - ❖ Collect purchase & sales order.
 - ❖ Maintain Mail Drafting Works.
 - ❖ Learning of deal with customer and handling of their queries.
 - ❖ Maintain data for the subscription records.
 - ❖ Maintain Sales data on Software (Customer Relationship Management).

- Worked with **M/s. A-One Industries** From **November 2011 to March 2015** as a Project Co-Ordinator.
 - ❖ Generating Quotations, Proforma Invoices and Factory orders.
 - ❖ Coordinating with Factory for Completion of Customer's Orders.
 - ❖ Co-ordination with Accounts for Raising Bills of material supplied to customers.
 - ❖ Chasing for payment of Customers for the supplied material
 - ❖ Coordinating for business travel reservations including flights, car hire and hotels.
 - ❖ Performing general administrative duties including the management of the internal and external mail.
 - ❖ To take care of stock for billing should be available by having co-ordination with Sales Team.
 - ❖ To provide quotation for the existing & new customers.
 - ❖ Handle escalations received on phone, E-Mail, letter, Fax etc. and close them at the earliest.
 - ❖ To maintain daily, weekly & monthly reports.
 - ❖ Collect purchase & sales order.
 - ❖ Generate Factory Order and Commercials.
 - ❖ Maintain Mail Drafting Works.
 - ❖ Learning of deal with customer and handling of their queries.
 - ❖ Maintain data for the subscription records.

- Worked with **M/s. Aktion Safety solutions Pvt. Ltd.** From **April 2008 - Oct 2011** as a Marketing - cum Accounts Co-Ordinator
 - ❖ Requisition & Utilization
 - ❖ Follow up for payment with the party
 - ❖ Accounts Voucher Entry (Payment, Receipt, Sale & Purchase, Reconciliation.)
 - ❖ Handling All the office Works
 - ❖ Coordinate with the party regarding order & payment
 - ❖ Basic Knowledge of Tender
 - ❖ Preparing MOM
 - ❖ Handling Sales & purchase
 - ❖ Prepare tour & maintain tour details.

Strengths

Believe in team work, positive Attitude & Hard working.

Personal Details

Father's Name : Late Sh. Tek Chand
Date of Birth : 20th April 1985
Marital Status : Single
Hobbies : Listening Music
Nationality : Indian
Language Known : English & Hindi

Date:

Place: Delhi

(Rajni Thakur)