

# 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 provemyself.

### **Qualification**

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

### **Extra experience**

- ❖ One Year Dip. In DIT from Lal Bahadur Shastri Training Institute, Yamuna Vihar, Delhi.
- ❖ In process of Leaning Microsoft Power BI from Udemy.

### **Work Experience**

- Working with **M/s. Remember Supply Chain India Pvt. Ltd.**, from **December 2024 to till date** as a Sales Manager
  - ❖ Managed a team to find new customers and keep in touch with old ones.
  - ❖ Helped grow export business with new and existing clients.
  - ❖ Took care of sales and made sure payments were received.
  - ❖ Found new business using India MART, Just Dial, and LinkedIn.
  - ❖ Shared price quotes with customers.
  - ❖ Solved customer problems quickly through phone, email, or messages.
  - ❖ Kept daily, weekly, and monthly work reports and meeting notes
- Worked with **M/s. Lumaire Labs Pvt. Ltd.**, from **March 2022 to July 2023** as a Business Development Manager
  - ❖ Handled team for Lead Generation from Existing & New Client.
  - ❖ Convert enquiry into Order.
  - ❖ Client Meeting for Revenue Generation.
  - ❖ Attend Exhibitions and seminars for Lead Generation.
  - ❖ Generate New Business Development from different sources like Indiamart, Just Dial & 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 Sales data on sales Software.

- 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

Date of Birth : 20<sup>th</sup> April 1985  
Marital Status : Single  
Hobbies : Listening Music, Gymining & Reading Books  
Nationality : Indian  
Language Known : English & Hindi

Date: .....

Place: Delhi

**(Rajni Thakur)**