**ANJU SHARMA**

B8/166, Sector -3,

Rohini-110085

E-mail : anjusharma9586@rediffmail.com

 9899140588, 9643309985 (Mob.)

# **objective**

* I believe in sincerity perfectionism and above all positive. Value the job which would give me an opportunity to apply my Knowledge and provides me with an environment which stimulates learning.

# **skills - STRENGTH**

* Hard Working
* Quick learner
* Ability to work in a team
* Punctuality
* Problem Solving

# **WORK EXPERIENCE**

* Presently working in Biocell Medicare **(from 23rd Jan 2009 to till date)** as a **Sales Coordinator - Tendering** **at Nehru Place**. A distributor company of Medical equipment. The company deals in Medical Equipments like Blood Cell Separators of TerumoBCT, USA (Formerly CaridianBCT, USA), Electrolyte Analyzers & Blood Gas of Roche Diagnostics,Germany, Haematology Analyzer of Horiba India Pvt Ltd, Transplant Diagnostics products of Invitrogen Corporation, USA (Life Technologies) and Coagulation Systems of Instrumentation Laboratory India Pvt Ltd.

# **Job Responsibilities**

* Preparation of quotations according to the sales team requirement & Follow up for the orders.
* Preparation of tenders Manually for Medical equipments. I also have to prepare checklist for tender documents for online MCD & NCT tenders & upload them.
* Co-ordinate with various hospitals, private lab. and distributor regarding the orders.
* Follow up for pending payments & EMD.
* Coordinate with sales team regarding new sales enquiries.
* Letter & email drafting.
* Filing, Documentation and administration work.

# **Previous work experience**

* **Worked as a Customer Care Officer in ICICI Home Finance LTD (Green Park Branch, New Delhi) for two years & 2 months. Time Duration: 16th Nov, 2006 to 20th Jan. 2009.**

*To attend walk-in customers & solve their existing loan related queries. And same day upload the queries in bank software for quick result.*

* **Worked as an Admin. Assistant in ICICI Bank (DST) for 6 months.**

*Co-ordinate with office staff & sales team.*

* **Worked as a Tele caller in TATA Indicom (DSA) for 6 months.**

*To Generate sales lead.*

# **PROFESSIONAL experience SUMMARY**

|  |  |
| --- | --- |
| **F-TECH, New Delhi**  | Six months Basic computer course |

# **academic**

|  |  |
| --- | --- |
| **Delhi University** | Graduate from Delhi University (B. A Pass with Mathematics). |
| **C.B.S.E** | 12th Passed from CBSE Board in 2003. |
| **C.B.S.E** | 10th Passed from CBSE Board in 2001. |

# **COMPUTEr skills**

|  |  |
| --- | --- |
| **Platforms** | Windows 98, xp, vista & 7. |
| **Packages** | MS Office,  |
| **Networking** | Internet, E-mail, Troubleshooting |

# **PERSONAL PROFILE**

|  |  |
| --- | --- |
| Husband Name | Mr. Sumit Sharma |
| Date of birth | 09-05-1986 |
| Gender | Female |
| Marital Status | Married |
| Nationality | Indian |

# **HOBBIES/eXTRACURRICULAR ACTIVITIES**

* Listening to Music.
* Playing video games
* Net surfing

# **Declaration**

I hereby declare that above information is correct and complete to the best of my knowledge and I am in possession of the documents as proof of the claims made above.

**Date (Anju)**

**Place**