

Curriculum Vitae

MONIKA SINGH

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Add: A-342, 1st Floor, Sector-46,
Noida, Gautam Buddha Nagar (U.P.)

EDUCATION

- X from CBSE Board in the year 2003
- XII from CBSE Board in the year 2005
- B.B.A (Bachelor of Business Administration) from Institution of Management and Research Ghaziabad in the year 2008

OTHER COURSES

- Qualified as an Internal Auditor for ISO 9001:2015
(Quality Management System)

EXPERIENCE

July 2020 to Till Now

- Worked as Business Co-Ordinator in Ramco Agri India Private Limited

Job Responsibility:

- Preparing and submitting Quotation, Performa invoice.
- Handling the inquiries, preparation, and submission of details as per client requirement. Generate the inquiry in system send to customer.
- Obtain confirmation from the customer (PO, Email etc.) generate sales order and order confirmation.
- Maintain organized sales records.
- Coordinate with senior management by completing orders and keeping customers informed of delays and delivery dates.
- Follow-up with the customers for orders/seeking feedback on the offers quoted
- Follow-up with payment

May 2016 to April 2019

- Worked as Business Coordinator in Amrit Filtration Equipment

Job Responsibility:

- Managing buyer database
- Updating status of production orders
- Payment follows ups
- Coordinating with prospects

- Giving product explanation to buyer
- Following up with buyer
- Managing provided database for prospects
- Understanding requirement of prospect and forwarding same to tech. team
- Take drawings, specs etc from tech team and forward to buyer
- Sending quotes, proforma invoice, sales order as per details provided.
- Follow ups with prospect clients

June 2014 to Jan 2015

- Worked with Cognizant Technology Solutions India Pvt. Ltd.
As a Process Executive (US Insurance Process)

Job Responsibility:

- In Travelers we need to take care for their Auto Policies
- Where in need to take care for their Credits as per the State Guidelines
- Make Changes in Coverage, Credits and Billing as per Form Received
- Make changes on policy as per Insured Request on Forms
- If we do not receive any proofs then follow up through Letters

Jan 2012 to May 2014

- Worked with QMS Certification Services Pvt. Ltd
As an office Administrator (ISO 9001:2008)

Job Responsibility:

- Independently handling client queries and communication
- Effectively managing day to day administration
- Coordinating the audit schedule, with auditors and the client
- Coordinating with clients on pending TAX document and maintain therecord
- Sending emails for CAP
- Maintain the ISO quality management system for all facilities
- Coordinate and conduct ISO training
- Perform other related duties as assigned

COMPUTER

- Six Months Diploma in computer Application from RLBTI computer Institute Ghaziabad.

STRENGTH

- Adaptive Nature.
- Patience.
- Positive Approach & Persuasive.
- Honest

HOBBIES

- Listening Music
- Making new friends

PERSONAL DETAILS

Name	Monika Singh
Husband's Name	CA Ajeet Kumar Singh
Date of Birth	22 nd November 1986
Sex	Female
Nationality	Indian
Language Known	English & Hindi

Declaration:

I consider myself familiar with management aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place: Noida

Date:

(MONIKA SINGH)