ASMA ANJUM G R

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**Career Objective:**

Looking for a position that will allow me to use my skills to maximize & enhance my experience inside a challenging environment for achieving all the corporate goals.

**Professional Experience:**

**I. Hewlett Packard Enterprise :** **Sales Support Management Coordinator III** **-Feb 2020 to Feb 2022**

**Key Roles /Responsibility:**

* Validation of claims for EMEA (Europe, Middle-East, African) region.
* Responsibility of ensuring that the payments are made to the customer for the promotional deals.
* Interacting with Partner support manager (PSM), Sales Representatives and Business Unit (BU Finance) in EMEA region to clarify if there is any issues with the partners claim.
* Query Management – Handling queries for internal/external customers and providing suitable solution on time in SFDC (Sales force dot com)
* Managing the high volumes with accuracy.
* Provide assistance and mentor to new recruits and less experienced members of team.
* Taking care of additional work assigned by TL as priority.
* Team support provided in times of emergency to reduce backlog.

**II. HTM Fragrance** : **Senior Coordinator -June 2016 to Feb 2020**

**Key Roles /Responsibility:**

* Preparing purchase orders (PO)
* Validating invoice/ vouchers received from suppliers & vendors.
* Processing payments towards suppliers/vendors.
* Stock Evaluation.
* Coordinating with suppliers/ vendors.
* Maintaining credit bills using MS Excel.

**III. HCG (Health Care Global) :** **Billing Associate Oct 2013- April 2016**

**Key Roles /Responsibility:**

* Taking care of only credit bills and dispatch.
* Checking the bills before freezing as per the protocol of the TPA & Corporate firm.
* Freezing the bills to get a covering letter number to maintain in excel.
* Answering to the query & updating courier & maintaining records in excel format.

**Educational Qualifications:**

|  |  |  |
| --- | --- | --- |
| COURSE | INSTITUTION | Year of completion |
| B.COM | SJRC – Women College | 2008 - 58 % |

**Strengths :** Certification in Tally, MS Office & Knowledge of Excel.

**PERSONAL DETAILS:**

Father’s Name : Abdul Rasheed G

Date of Birth : 05/05/1987

Gender : Female

Nationality : Indian

Religion : Islam

Hobbies : Listening to music, Watching Movies etc.

**DECLARATION**

I hereby declare that the above mentioned details are true to best of my knowledge.

Date:

Place: Bangalore Asma Anjum