

SHIVANI RANA

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CAREER OBJECTIVE

Want to work with an organization that provides opportunities to enhance my skills. I am looking for a challenging position where I can learn new skills, expand my knowledge and contribute to the company's growth.

EDUCATION QUALIFICATION

1. Pursuing in BBA from Dr. Babasaheb Ambedkar Open University 2021.
2. Diploma Computer Engineering from M.S. University, Vadodara in Year 2017.
3. S.S.C. from G.S.E.B. passed in Year 2014.

WORK EXPERIENCE

- **Picson Construction Equipments Pvt. Ltd.**
Sales Coordinator (18th Jan 2021 to 31st Jan 2023)

Company: PICS INTERNATIONAL is a leading and supplier of reduction, mining, crushing machineries & infrastructure projects and construction & demolition waste recycling.

Job Responsibility:

- Responsible for generate leads through digital media, email and B2B platforms; research, track, maintain and update leads
- Estimate the cost of the product, prepare sales quotation against inquiry , orders, PI, PR in ERP System
- Prepare initial tender documents, bid and submit the same
- Communicate with all departments to complete the sales cycle
- Manage the overall activity of digital marketing in coordination with digital agency for latest updates and brand awareness; conduct market research/analysis to evaluate trends and to attract customers
- Keeping organized sales records and track sales executive data plus generate reports
- Arrange online meetings, browse business data and book tickets for staff as well as customers
- Provide sales support to sales/service engineers and customers

- **Sumeet Transformer**
Office Assistant (Aug 2018 to Jan 2021)

Company: Sumeet Transformer is engaged in offering services like electrical AMC services, transformer services, repairing and maintenance services etc.

Job Responsibility:

- Handle Calls, Mails and other communications.
- Create sales quotation, invoice, reports, challans and delivery notes.
- To place orders for the products and raw materials that a business needs.
- To maintain the purchase order of clients and arrange the work as per order.
- Follow up with the customer for their payment and share them their material details.
- Maintain an alert system for upcoming deadlines on incoming requests and events.

➤ **Office Beacon A. S. Pvt. Ltd.**

Junior Executive (Sep 2017 to Aug 2018)

Company: Office Beacon LLC is global outsourcing services and software provider to businesses big or small, in all industries. From call center services to pre-press graphics, accounting and much more, it helps in any business scale operations.

Job Responsibility:

- Implement marketing and advertising campaigns.
- Data quality check.
- Create reports and documents result and analysis.
- To generate the leads through mailing and different platforms.

TECHNICAL SKILL

- Microsoft office
- ERP & CRM systems
- Digital Marketing
- Basic Word-press
- Graphics (CANVA)

STRENGTH

- Quick learner
- Multitasking
- Computer proficiency

PERSONAL DETAILS

Name	:	Shivani Rana
Date of Birth	:	31 st July 1999
Gender	:	Female
Marital Status	:	Married
Languages Known	:	Gujarati, Hindi & English
Address	:	Tarsali, Vadodara

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned.

Date:

Place: Vadodara

(SHIVANI RANA)