

# **Annapurna Gupta**

tanugupta2300@gmail.com

9044216443

**1.5 year experience in Sales and Marketing**

## **Summary**

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Strong technical knowledge with quantitative aptitude. A team worker with good communication skills.

## **Career Objective**

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Contributor to the success and growth of the organization being positive catalyst and essential ingredient in growth process by using my innovative acumen and technical expertise in pursuit of excellence.

## **Work Organization**

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**Tokai rubber auto parts India PVT LTD.** Japanese Zone, Neemrana from Jan'2022 to till date as trainee in Sales and Marketing .

### **My current Title – Jr. Engineer**

#### About company:

Tokai rubber Auto parts India PVT LTD is Japanese MNC (Sumitomo Ricco group company) indulge in manufacturing and sales of automotive parts including anti-vibration rubber. The trin group is aggressively promoting global business

development in order to address the intense global competition and changing business environment, as well as to meet the local procurement need of the customers including Japanese automaker. Manufacture and sales of automotive parts including anti-vibration rubber and bracket assembly. Our valuable customer **Honda cars, Toyota Kirloskar & Toyota Engines, some Knowledge of Maruti.**

### Responsibilities Handling:

- 1: Maintain sales order record & also put into the EPR system.
- 2: Monthly scheduling & forecasting as per customer schedule.
- 3: Check all customer portals for the schedules on every month.
- 4: Customer follow up for all queries.
- 5: To assist the senior regarding to make the plan out of product & delivery Schedule.

### **Skills**

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Customer handing.

Judgment and decision making capability.

Good Knowledge of computer software(ERP system).

Sustain high pressure and meet deadlines.

Ability to work with team .

HMI Portal

Honda Portal

GSN Portal

Toyota technical standards online system

Automobile

CNG Machine

MS Office

Engineering Drawing

## Education

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Degree/course	Institute / collage	University/ Board	Percentage/ CGPA	Year of Passing
Diploma in Mechanical	Government Polytechnic Collage Banda	BTEUP	69.1%	2021
12 <sup>th</sup> Standard	Government Girls collage	UP Board	60%	2017
10 <sup>th</sup> Standard	Government Girls collage	UP Board	68%	2015

## Achievements

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Gold medal in inter collage tournament  
Badminton winter in 2019

## Hobbies

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Badminton, Movies .

## Personal Details

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Address	Chok Bazar (Banda ) Banda,up,210001
Date of Birth	23/04/2000
Gender	Female
Nationality	India
Marital Status	Single
Languages Known	English, Hindi

## References

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### Ankur Gupta

Senior Consultant	Genpact LLC
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### Varnika Gupta

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## Declaration

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I hereby declare that all the details furnished here are true to the best of my knowledge and belief.

Annapurna Gupta

