****ANITHA PARAMBIL

Email: [**anipm2000@gmail.com**](mailto:anipm2000@gmail.com)

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Bachelor of Engineering – B. TECH (Computer Science)

Master of Business Administration (MBA) – Pursuing

(Information Technology and Project Management)

**Career Objective**

My aim is to associate with a progressive organization, which gives scope to update my knowledge and skills with latest trends and be a part of team that dynamically works towards the growth of organization and gains satisfaction.

**Certifications and Achievements:**

Product and Sales certifications on security solutions (f5 ADC products, Juniper Switches and Firewalls, Palo Alto NGFW, Checkpoint, Forcepoint, Gigamon, etc.). Successfully handled Renewals and SLAs.

Working knowledge on ADNOC, MOFA, SAP Ariba Portals, Tejari and many other various government and bank tender portals.

Working knowledge on Procurement vendor registration process, sourcing and submissions strictly following compliance requirements of customer organizations.

**Experience**

**Inside Sales Executive** (January 2018 – Present)

Company: Fireware Software Trading LLC Industry: Network and Data Security Solutions Location: Dubai, UAE

* End-to-end Bid Management from Opportunity (RFP) Qualification to Contract Transfer Completion.
* Handled Deal registration Renewals and Support Contracts coordinating with vendors and Customers.
* Established business and technical objectives, designing work-plans and managing projects. Work with business units in developing business plans to achieve company revenue goals.
* Customer relationship management. Address customer issues and concerns in a timely fashion to ensure customer satisfaction. Work with business team to identify new customers and to retain existing customers.
* Preparing Costing Sheet, Financial and Technical Proposal as per RFP requirements.

**Business Analyst** (September 2014 – December 2017)

Company: Fireware LLC Industry: Network Security Solutions Location: Dubai, UAE

* Generating various Sales Reports based on case Study and Analysis to forecast and design Sales Strategies and Development according to management requirements.
* Analyze and report on complex data to meet customer needs. Communicate complex data in comprehensible ways. Identify user needs from user requests and develop strategies by which to meet those needs. Provide Resources and Use Data for Evaluation
* Critically evaluate information from multiple sources and clearly indicate quality of final analysis. Consult with the executive team and the IT department on the newest technology and its implications in the industry.

**MIS – Marketing Assistant** (March 2013 – September 2014)

Company: First Gulf Bank BDU Division Industry: Banking and Finance Marketing

* Cross sell banks Products and Services.
* Educate the Customer about the Products. Customers Queries were handled, and remote help is offered.
* Directing and monitoring helpdesk calls system

**Mis Analyst** (March 2012 – February 2013)

Company: Aztech Consultancy Services Industry: It Support Outsourcing Location: Dubai, UAE

* Facilitates Tier I -II on-call support; duties include investigating and troubleshooting as required.
* Leads problem-solving efforts often involving outside vendors and other support personnel and/or organizations.
* Provide Customized Application support for MIS department. Proficient in creating User Developed Applications (UDA) using VBA (Excel and Access), and SQL statements.

**It Support Administrator (**November 2011 – January 2012)

Company: Advismint Marketing Consultancy Industry: Marketing and Consulting Services Industry: Marketing and Consulting Services

* Provide administration & basic IT support to staff members, direct the general public to appropriate departments / staff member.
* Ensuring liaison/coordination with the other units in I.T for backups and support functions.

**Business Development Engineer** (March 2007 - December 2007)

Company: Info Wave Technologies Industry: Information Technology Solution Provider

* Cold Calling, generating leads, meeting customers on-site, developing new business, making presentations, quoting pricing, closing sales deals, signing contracts and cultivating
* Worked as Technical Consultant for Business Applications and Engineering software solutions
* Established business and technical objectives, designing work-plans and managing projects.
* Installation and Technical Support of software, hardware and network related issues.
* Customer relationship management.
* Conducted Pre-Sales product presentations and seminars.
* Dealt with International and local suppliers.
* Preparation of Service Level & Support Agreements to customers like Gold Level Support, Silver Level Support & Premium Level Support.
* Managed IT Contracts and Tender Planning
* Maintaining and developing relationships with existing customers via meetings, telephone calls and Email.
* Marketing IT software solutions. (Microsoft Navision Enterprise Software, Various soft ware’s that facilitates Office Functioning in much smoother way, Networking and IT Support Solutions).
* System Study and Identification, evaluation, research & development, obtaining board approvals on financial aspects, convincing clients on the products, co-ordinate marketing activities for promotion and sales.

**Web Designer / Software Developer** (June 2005 - February 2007)

Company: DPM News Agency Industry: Media and E Commerce

* System Study, Design & Development Applications in Visual Basic 6.
* Responsible for the Graphical design, development and implementation of web-based systems using, JavaScript, HTML, CSS etc. Hosting Websites
* Managing back end tables and advanced stored procedures using SQL Server 2000/2005

**Lecturer** (June 2004 - March 2005)

Company: Government Polytechnic College Industry: Education Location: Kerala, India

**Education**

Bachelor's Degree in Computer Science and Engineering (B. TECH)

University of Calicut, India

**Master of Business Administration (MBA)**

Information Technology and Project Management - Pursuing

Jaipur National University, India

**Personal Information**

Gender: Female

Nationality: India

Visa Status: Residence Visa

Driving License: Yes

Languages: English, Hindi, Malayalam, Urdu and Tamil

**Skills**

Proficient in creating User Developed Applications (UDA) using VBA for Excel and Access, and SQL statements. Strengths EXCEL MACRO LEVEL EXPERTISE (MIS), VBA, MS ACCESS

Programming languages: FORTRAN, COBOL, C, CPP, LISP, PASCAL, VB 6, VC++, mySQL VB.Net, C#, PHP, HTML5.

Graphic Designing: ADOBE PHOTO SHOP Intermediate Level

**Academic Project:**

Designed and Implemented - Online Management Information System (MIS) at FACT Ltd, Cochin, Kerala -India.

Project Done on: PHP, HTML, Microsoft Front Page, PostgreSQL. In Unix Platform (Red hat Linux)

**LinkedIn**

For Detailed Work Experience and Roles and Responsibilities

[*https://www.linkedin.com/in/anitha-parambil-2a553392/*](https://www.linkedin.com/in/anitha-parambil-2a553392/)