

CURRICULUM VITAE

Rajni Singh

C/O- Susheel Kumar Garg
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Career Objective:

- » To work in challenging environment where I can enhance my capabilities.
- » Looking for responsible and challenging career, where my skills can be effectively utilized and contributed for organization success.

Professional Experience

- » Company : SEK Electricals Pvt Ltd
- » Designation : **Admin - Coordinator**
- » Duration : Sep 2017 to till now

Job Description:

- » Handle and execute all the sales Order, enquires, Monthly Billing, Invoicing, Quotation, PI, order processing etc.
- » Punching Orders on Software.
- » Working on Order to cash process.
- » Daily reports on Complaints quoted and feedback on the same.
- » Follow –up with customers /vendors on phone.
- » Provide support for Payment status and Inventory stock.
- » Coordinate with Purchase department and Ware house for the availability of materials.

- » Company : Win Medicare Pvt Ltd, Nehru Place
- » Designation : **Admin - Coordinator**
- » Duration : July 2015 to June 2017
- » Company URL : www.umeshmodigroup.com

Job Description:

- » To Fix Doctors Appointments with BDE'S.
- » Co-coordinating with production for material dispatch.
- » Maintaining office records, including records of all office expenses
- » Managing Data Collection, Compilation and Analysis
- » Coordinating with building maintenance staff and Coordinating with internal teams
- » Coordinating and communicating with Doctors.
- » Provide overall information about our company and the products and solutions that Co. offer.

- » Manage Weekly, Monthly Reports on PPT.
- » Responsible for follow-up with the clients
- » Assisting BDE'S in their daily operational functions.
- » Maintain, update files, database, record and other documents
- » Assigned the tasks of handling customer queries, feedback, complaints and request

Professional Experience

- » Company : Medikart Healthcare System Pvt Ltd, Jasola
- Designation : **Office - Coordinator**
- » Duration : June 2013 to June 30,2015
- » Company URL : www.medikart.co.in

Job Description:

- » Coordinating incoming and outgoing mail, Billing and deliveries
- » Assisting with clerical/bookkeeping duties and preparing daily bank deposits
- » Maintaining office records, including records of all office expenses
- » Managing Inventory, Purchase Invoices. Taking care of all the bills and payments.
- » Coordinating with building maintenance staff and service vendors
- » Taking Care of Small Payments to Vendors and Bills to be kept in relevant files
- » Air/ Rail Ticketing & Hotel Booking arrangements for Official Travelling.
- » Managing phone calls and e mails, Meeting room booking.
- » Coordinate for services as per AMC, Office maintenance and Stationery Management.

Computer Skills:

- » One Year Diploma in Computer Application & Programming (June 2006-May 2007)

Academic Qualification:-

Name of the Examination	Name of the Institute	Board/University	Divison/Year
M.B.A (Marketing) Regular Mode.	Vidya College Of Engineering , Meerut	Uttar Pradesh Technical University, Lucknow	2 nd (2010)
B.A (English,Hindi,Sociology) Regular Mode.	G.S.K Degree College, Bulandshahr (U.P)	Meerut University	2 nd (2008)
AISSCE (12 th) Arts Regular Mode	Govt. Sec Sch Kharsang, Arunachal Pradesh.	C.B.S.E	2 nd (2004)
AISSE (10th) Science. Regular Mode.	Govt Sec Sch Kharsang, Arunachal Pradesh.	C.B.S.E	2 nd (2002)

Summer Internship:

- » 2 Months Training in BHARTI AIRTEL Ltd. Meerut Project Titled “Consumer Trend in Mobile Communication ” in Meerut which involved the study and survey of various Sales & Marketing parameters.

Achievements:

- » Attended the National Seminar on RURAL MARKETS IN INDIA Sponsored by AICTE
- » Participated in Management Conclave on CAPTURING MANAGEMENT FUNDAMENTALS FROM EMPLOYMENT PERSPECTIVE Supported by Confederation of Indian Industries.
- » Participated in General Knowledge Competition at District Level.(U.P)

Personal Information:-

Name	:	Rajni Singh
Father Name	:	Mr. Jagvir Singh
Date of Birth	:	12-09-1985
Marital Status	:	Unmarried
Nationality	:	Indian
Languages Known	:	Hindi, English, Assamese
Religion	:	Hindu
Sex	:	Female
Hobbies	:	Travelling, Gardening, Net Surfing

I hereby declare that all the statement mentioned above in my CV are true and correct to the best of my knowledge and belief.

Date: _____

Place: _____

(RAJNI SINGH)