**Elizabeth Anjana** Email:jenissa11@gmail.com

Mobile: **+ 91-9650055746**

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**Professional Synopsis**

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| **Organization** | **Past:**  **HCL Technologies Ltd-BPO Operations.**  **Current:**  **HCL Comnet Ltd.** | **Current Role** | **Senior Executive**  **(EA to Director)** |
| **Duration** | **Past:**  **Sep 2008 till Feb. 2011**  **Current:**  **May 2011 till now- Executive Assistant to Director** | | |
| **Objective** | A versatile, challenging position in a progressive firm that provides a positive work environment, which appreciates new ideas and believes that work, can be fun. Aiming at constant up-gradation at both professional and personal level. Emphasis on hard work and making a significant contribution to the industry. | | |

**Key Responsibilities:**

* Coordination with different departments and ensuring timely submission of MIS & progress Reports.
* Apprising & coordinating with the Center Head - India Sales telephonically on areas of importance, in the event of his being on tour.
* Making presentations for review meetings and responding to e-mails.
* Co-ordination with Learning & Development departmentfor successfully organizing New Field Force induction / training programs and their subsequent monitoring & follow up.
* Handling the role of Event Organizer for various National level Sales Confrences and events.
* Maintaining documents/ files/ records and to update all the important transactions.

**Educational Qualification**

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| **Qualification** | **Institution** | **Year of Passing** |
| BBA | CCS University | 2006 |
| MBA | SYMBIOSIS | 2013 |

**Strengths:**

* Good know how of Computers and relevant software programs and applications.
* Good in MS Excel, Word and PowerPoint.
* Maturity to maintain complete confidentiality in Corporate Operations.
* Quick learner and creative thinking.

**Certification:**

Diploma in Computer- Certified by APTECH COMPUTER EDUCATION.

**Personal Skills**

Good communication skills, ability to deal with people diplomatically, comprehensive problem solving abilities, willingness to learn, team player and hard worker.

**Personal Profile**

Name : Elizabeth Anjana

Date of Birth : Dec 11th-1985

Marital Status : Married

Hobbies : Traveling, Listening to music.

Languages Known : Hindi and English

Address : GF-06,neelamvihar society, sector 14, kaushambhi Ghaziabad (u.p)

Contact Numbers : **91+9650055746**

**Elizabeth Anjana.**