4C, 2007, Vasundhara**,** Ghaziabad

Contact No. 9910062281

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# Rakhi Negi

## Date of Birth –26 Aug. 1980

Looking for a challenging position in an organization where I can show my skills and strengthin conjunction with the Company’s goals and objectives.

# *Professional Synopsis*

* Competent in handling pre & post sales operations.
* Order processing and execution.
* Good hands in handling quotations, Price Issues, & order related customer & distributor’s queries.
* Competent in Tender preparation& RC Participation.
* Efficiently handling supply chains.

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| .   * + **Nightingale Institute of Nursing**   **Designation:** Admin. Executive  **Duration:** FromDecember 2015 to May, 2017.  **Job Profile:**  Handling Administration, Personnel, & HR related desk   * **Geno Biosciences (P) Ltd**.   **Designation:**Process Coordinator  **Duration:** Feb2013 – May2015.  **Job Profile:** Handling back office Operations, Sales &Support  **Key Responsibilities:**   * Handling pre -sales & post sales operations. * Handling quotations, PriceIssues, order related customer & distributor’s queries. * Tender preparation& RC Participation. * Order Processing & order distribution. * Handling Invoicing, supply chain & sourcing material. |
| * **HCL Technologies**–   **Designation:** Sr. Customer Service Executive  **Duration:** Feb 2007 to 2010   * Worked with End To End Marketing Solutions as a Telemarketing Executive from July 2005 to Feb 2007. * Worked as Data Processor with Innodata India Pvt. Ltd. Noida from February 2001 to February 2005. * Worked as Office Assistant with M/s Kalicharan& Associates Pvt. Ltd., (a share- broker firm) from September 1999 to November 2000. |
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***Technical Exposure***

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| * MS word, Excel, PowerPoint, Internet. * Knowledge of English type writing. * Well versed with different back office works. |

### Educational Details

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| Year | Qualification | Institution |
| 1997-2000 | Graduation (B.A.Pass) | Delhi University |
| 1995-97 | XII (CBSE) | Govt. Sr.Secondary School,Delhi |
| 1994-95 | X (CBSE) | Govt. Sr. Secondary School,Delhi |

### Strength and Weaknesses

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| * Ability to quickly learn and adapt to different environments and cope with new scenarios quickly. * Desire to work in team. * Willingnessto learn |

### Personal Details

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| Name RakhiNegi  NationalityIndian  Marital Status Married  Language known English,Hindi and Punjabi. |

***(RakhiNegi)***

**Dated**:

Place: Delhi