**Resume**

* Name : Mrs. Lakhvinder Kaur
* Husband’s Name : Harvindar Singh
* Date of Birth : 11-04-1978
* Nationality : Indian
* Religion : Sikh
* Educational Qualification : Graduate (BA English)
* Professional qualifications : Stenography (English)

One Year diploma in Computer Applications

* Languages Known : Hindi, English, Punjabi (Read & write)

Tamil(Speak)

* Experience : **2 Years In Paul Travels in Panipat (Haryana). As a Personal Secretary to MD.**

Secretarial and Administrative Support to the MD, GM.

Handling Correspondence, Schedule meetings and taking Minutes.

**2 Years In Air Link India Pvt. Ltd. Panipat (Haryana**)

* Worked as an : **Admin Executive in**

**Rasi Seeds (P) Ltd. From June 2014 to 2016 Dec**

* Nature of work : Customer Service:

To Manage all generic telephonic Calls – Incoming and outgoing in a way which will increase the image of the Organization

To Handle Customer calls effectively and to monitor & record in the prescribed format.

To Analyze the data and submit monthly customer call reports to the Management

**Administrative Tasks:**

To support in all administration related matter

To Manage Housekeeping –Cleanliness & Hygiene

To support in Recruitment and other marketing area as required

To take care of all Travel bookings for Executive Teams, guest & visitors as required

To Manage guests and ensure that they are taken care properly – Accommodation/Travel Etc.

To provide secretarial support to Executive Team.

* Presently working : **AS A Marketing Manager**

**Cheran Machines India (P) Ltd, Coimbatore**

* Nature of work : Customer Service: Interact with customers on day to day basis to seek enquires and forward to management team for next level of discussion

Facilitate proposals to customers through dialog with senior management team

Ensure existing customers are secured by establishing professional relationship.

Sales Coordination activities including preparing sales plan area wise, reporting on key performance indicator Matrix, Enquiries and quotation management, Orders booking and dispatch plan for billing new products & Pricing role out, sales kit preparation, coordination with Senior managers on sales activities.

Arrange sales conference meet annually and provide necessary reports to management

Assisting to CEO to meet customers & finalise the deals.

14. Permanent address : 4/150, Anantha Iyanger Street.

N.G.G.O. Colony, Coimbatore-22

15. Contact No. : 9894452373

16. Email Id : [gogimithu@gmail.com](mailto:gogimithu@gmail.com)

17. Current CTC : 3.20 Lac

18. Expecting CTC : 3.84 Lac

**DECLARATION**

I Hereby declare that the information furnished above is true to the best of my knowledge and belief.

Date : 19.05.2020

Place: Coimbatore

Your Sincerely

(LAKHVINDER KAUR)