

Priyanka Shashwat

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Objective

“Strive to work towards achieving the organizational goal within stipulated time and enhance the Profitability by contributing my skills & work hard for organization to meet the carrier objective as well. ”

Professional Experience

Total work experience of 4 Years .

Company	FRONTLINE ELETRO MEDICAL LTD - Lucknow
Duration	May 2016–Oct 2017
Position	Branch Coordinator

Operational Roll

- Daily Attendance of the LKN team to be maintained & send to HR on regular basis .
- Data management in terms of Sales enquiry, EMDs, Prospects of the team, Customer details
- Admin related work, all the office maintenance such as maintenance of office Equipments, fixtures, fittings, stationery items.
- All bills & reports to be prepared properly & sent to HO
- Coordination with HO departments such as CDPA, ACCOUNTS, HR, STOCK, COMMERCIAL.
- Correspondence shall be handled effectively & update the day to day activities, payment's updation, job ID related queries, Quotations, OPFs.
- Preparing letters, presentations and reports
- Sending and receiving e-mails. Internet surfing for seeking information.

Company	Mahindra & Mahindra, Two Wheeler Division - Lucknow
Duration	Jan 2014 – Jan 2016
Position	Zonal Marketing Coordinator

Operational Role

- Activity planning .
- Daily/Monthly/Annual activity report tracking.
- Market Research & Survey .
- Vendor Handling (Payment & Vendor Code Creation)
- Leads generation with lead follow up analyzing (Through Marketing Activity) .
- Competitors- Sales and activity tracking for the zone.

Company	TIMES PRO - Lucknow
Duration	Feb. 2013 – December 2013
Position	DATA Operator

Operational Role

- Make a data bank of Students
- Follow up calls of the students
- Link Building
- System Entries
- Maintain the records of the students.

Education

Institute	Qualification	Year
C.S.J.M. University, Kanpur	M. Com.	2012
C.S.J.M. University, Kanpur	B.com	2010
U.P.. Board	Class XII	2007
U.P. Board	Class X	2005

Computer Knowledge

Diploma in Computer Application from **Awadh Computer Center.**

Operating System : Windows 98, 2000, XP, 2007

Application : MS word, Power point, Excel.

Personnel Details

Date of Birth : 25th March 1989

Father's name : Mr. Shyam Babu Sharma

Status : Married

Permanent Address : Alambagh Lucknow

Declaration

I hereby declare that all the above furnished information is true to best of my knowledge and beliefs.

DATE :
PLACE : Lucknow

(PRIYANKA SHASHWAT)