## CURRICULUM VITAE

Anjali Anand **Permanent Address**

M # 7973484996,9780049439 ***Amritsar***

Email Id – sanju.sanha@gmail.com

**OBJECTIVES:**

Seeking a challenging position in a reputed organization where I can apply all my knowledge and experience.

**Company Name - Vodafone**

**Location – Amritsar**

**Designation - Sales executive &Team leader**

**Job Responsibilities**:-

* Managing the day-to-day activities of the team.
* Motivating the team to achieve organizational goals.
* Developing and implementing a timeline to achieve targets.
* Delegating tasks to team members.
* Conducting training of team members to maximize their potential.

**Company Name - Perocter&gamble**

**Location – Amritsar & All punjab**

**Designation – distt. Direct marketing**

**Job Responsibilities**:-

* Gave Demo to Costumers
* Distribute Free sampling.
* Fill feedback foam from costumers
* Meeting sales targets.
* Promoting new products and any special deals

**Company Name - PMKVY Institute**

**Location:- Amritsar**

**Designation:- placement officer**

**Job Responsibilities**:-

* Provide Career Services to Students. .
* Network with Local Employers.
* Plan Hiring Events.
* Screen Potential Candidates.
* Placement of students with help of surveys.

**COMPANY NAME - Firstcry.com**

**LOCATION:- CHANDIGARH &All punjab**

**DESIGNATION** – **FIELD SALES EXECUTIVE**

**Job Responsibilities:-**

* Hospital Network Development
* Visiting doctors, Hospitals
* Business to Hospital/making tie-ups
* Supply of gift Box to the Hospital authorities
* Maintaining Relationship with the hospitals/maternity clinics
* Meeting Decision Makers
* Client Servicing
* Brand visibility in market by selling products.Desired Profile:

**COMPANY NAME - RR INDIA Pvt. Ltd**

**LOCATION:- AMRITSAR**

**DESIGNATION – HR (Hiring Recruiter)&Team Leader**

**Job Responsibilities:-**

* Design and update job descriptions
* Source potential candidates from various online channels (e.g. social media and professional platforms like StackOverflow and Behance)
* Craft recruiting emails to attract passive candidates
* Managing the day to day activities Motivating Team to Achieve to organizational goals
* Delegating Task to team members
* Screen incoming resumes and application forms
* Interview candidates (via phone, video and in-person)
* Prepare and distribute assignments and numerical, language and logical reasoning tests

**ACADEMIC QUALIFICATION :-**

* **10th** - from Punjab School Education Board
* **Diploma In Computer Engg.** - The Punjab State Board of Technical

Education & Industrial Training Chandigarh

* **BCA**

**ADDITIONAL QUALIFICATION :-**

* **Operating System :–** MS-Dos, , Email, MS Office,
* **Training –** 2 Months in Networking Training In Chandigarh

**PERSONAL INFORMATION :-**

**Date of Birth :** 01st January 1992

**Marital Status :** Un- Married

**Gender :** Female

**Father’s Name :** S. Ashok Kumar

**Language Known :** Hindi, English**,** Punjabi

**Nationality :** Indian

**Religion :** Hindu

**Expected CTC :** Negotiable

**Preferred Job Location :** Amritsar/NCR

**PERSONALITY STRENTHS:-**

* Positive Attitude
* Honest & Hardworking
* Believes in Teamwork

**SPECIAL INTEREST:-**

* **Dancing & Singing**
* **Net Surfing**
* **Cooking**
* **Participated in Religious competitions at School & Collage Level**

**DECLARATION:**

I hereby further declare that all statements made in this resume are true, complete and correct to the best of my knowledge and belief.

**Place: AMRITSAR**

**Date: (Anjali Anand )**