**CURRICLUM VITAE**

**Anamika Sharma**

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38- Nanak Palace, Bholaram Ustad Marg,Indore ,452014, (MP)

**Objectives** To work in a progressive and professionally managed organization, which can provide adequate opportunities and a culture of finding and sharing of new idea with conductive environment for continuous growth and learning.

**Professional Synopsis**

Detail – Oriented Front Desk Coordinator & B2B (Electronics Consumer Durable Goods) coordinator with 02 Years of working experience & excellent customer service skills. One year experience as a Sr. Education counsellor. Proficient in managing &scheduling with word processing. Possessing a professional reputation as a friendly, organized & efficient employee.

**Skills**

* Documentation managing Abilities
* Project Management & Reporting(MIS)
* Office Administration
* Timely Records Management
* Management over All
* Power of Expression
* Decision-making abilities

**Work History**

Coordination in Session working, School working, reception working, various responsibilities of Admission & Counselling along with sales coordination in B2B (Sales -Electronics Division) Etc.

* Maintained office supplies by taking inventory, Submitted orders for items in low stock & organizing items in a logical & accessible manner.
* Drafted, Copied & forwarded document & paperwork to facilitate office work-flow.
* Used excel, word & other Microsoft office to maintain & update records of internal data.
* Oriented Front Desk Coordinator & team coordinator with 02 Year of working experience & excellent customer service skills.
* Fixing appointments and vendor handling.
* Take reporting with Sales team, proper follow-ups with Customers.
* Warehouse wise Stock Reporting.
* Deal fix with brands and price fixing for multiple brand products(Samsung, Sony, Whirlpool etc products).
* Software Based -Generate Invoice and e-way bills of products to be dispatched.
* Make proper route planing and track the product.

**Work Experience**

* Worked as a Sales Coordinator , Front Desk Coordinator & Team Coordinator (B2B) in Himanshi Electronics Pvt Ltd, Indore.

Tenure-2Years

* Worked as a Counsellor in SpeedLab institute (Online practice platform) .

Tenure- 6months

* Worked as a Admission coordinator and Assistant head of administrator in renowned organization Anand Super 100.

Tenure- Currently working (more than 6months)

**Educational Qualification**

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| --- | --- | --- |
| **Degree/ Course** | **College/ School University / Board** | **Percentage** |
| Graduation (B.Sc) Biotech | Sarojini Naidu Autonomus Govt Girls College, Bhopal | 62% |
| Higher Senior Secondary-XII | St. Mary’s Convent Kareli M.P. Board | 73% |
| Senior secondary Class X | St. Mary’s Convent Kareli -M.P. Board | 67% |

**Internship**

1. *Topic:*  Instrumentation &Pathological Testing (AIDS & TB).

Hospital- Jawaharlal Nehru Cancer Hospital & Research Centre, Bhopal.

1. *Topic:* Mushroom –A practice of cultivating Fungi-culture & Gel Electrophorosis and DNA Fingerprinting

Institute- Blossom Institute Pharma Biotech Institute & Research- Centre Bhopal

**Achievement**

* Achieved 2nd prize in Science project.
* Also Achieved 3rd position in General Knowledge competition (GK).
* Law Quiz Winner.
* Science project 2nd Rank.
* Dance Solo & Group 1st Rank.

**Presentations**

* DNA Finger printing
* Electrophorosis
* DNA –RNA
* AIDS
* Presentation of product in office, school etc.

**Personal Details**

Date of Birth – 13Th March 1994

Father’s Name- Mr. Ajeet Sharma

Gender – Female

Marital status – Single

Nationality – Indian

Language- English, Hindi

Hobbies - Dancing, Nature Lover

Interest- Reading Books, Writing & Learning new things.

**Declaration**

I hereby declare that the information given above is true to the best of my knowledge & belief.

Date:

(Anamika Sharma)