**ANJALI JOHN PETER**

MARKETTING MANAGER

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| Contact: 9545980953**Email: anjali.emmanuel@gmail.com** |  **Address for Correspondence**:**C/O NIRMAL SINGH SONA , SONA DAIRY FARM AMBEDKAR SOCIETY ,SURVEY NUMBER****129,PHULENAGAR ,PUNE, MAHARASTRA,****INDIA 411006** |

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| Objective |  |
| **To seek a fulfilling and competitive job, which would enable me to apply and upgrade my existing skill, set .To use all my knowledge, skills and strength for the growth and development of the organization.** |

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| Work Experience |  |
| Duration | April 2014 till Date  |
| Organization | **CORE IT SOLUTIONS (PRESENTLY EMPLOYED)** |
| Current Position | Business Development  |
| Work Role  | * + **Handling The Team Of 13 Engineers**
	+ **Targeting New Business Development in New and Existing Market.**
	+ **Handling Day To Day.**
	+ **Planning For Day As Well As For the Month to Achieve Sales Targets.**
* **Prioritize and organize daily work with entry and follow - up, maintain customer database and daily MIS, internal follow-up etc).**
* **Initial verification of order from commercial and technical perceptive with all.**
* **Co-ordination with engineers for various Fixed services like Passive, Active, services and connectivity Solutions.**
* **Efficiently chairing internal meetings with stakeholder’s viz. sales, commercials, projects and Business solutions groups to discuss the captured action points and drive them to closure as per customer requirement.**
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| Work Experience |  |
| Duration | April 2011 Till 2014 |
| Organization | **REMEDIAL TELECOMMUNICATIONS PVT.LTD (PRESENTLY EMPLOYED)** |
| Current Position | Marketing Manager  |
| Work Role  | * + **Handling The Team Of 20 Sales Executive.**
	+ **Targeting New Business Development In New And Existing Market.**
	+ **Handling Day To Day Administrative Work.**
	+ **Planning For Day As Well As For The Month To Achieve Sales Targets.**
* **Prioritize and organize daily work with (Order entry, MOCN release, Feasibility requests entry and follow - up, maintain customer database and daily MIS, internal follow-up etc).**
* **Initial verification of order from commercial and technical perceptive with all stakeholders.**
* **Co-ordination with sales manager for various Fixed services like Internet , MPLS , NLD and point to point**
* **Efficiently chairing internal meetings with stakeholder’s viz. sales, commercials, projects and Business solutions groups to discuss the captured action points and drive them to closure as per customer requirement.**
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| Work Experience |  |
| Duration | January 2008 TO -March 2010. |
| Organization | AMOL PLAST & ENGINEERS.  |
| Current Position | **Admin Executive**  |
| Work Role  | * **Maintaining Payroll Records for Employees.**
* **Attending Telephone Calls.**
* **Handling Customers Inquiry.**
* **Handling Petty Cash.**
* **Handling the Team of House Keeping.**
* **Purchase.**
* **Raising Purchase Orders.**
* **Payments Follow-ups from Vendors.**
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| Work Experience |  |
| Duration | **September 2006 TO December 2008.** |
| Organization | **CYGNUS DIAMOND JEWELLERY, INDIA PUNE, MAHARASTRA**  |
| Current Position | **Showroom Manager** |
| Work Role  | * **Stock Maintaining & Merchandizing.**
* **Showroom Maintenance.**
* **Petty Cash.**
* **Maintaining the Time Register for Staff.**
* **Customer feedback.**
* **Tele Calling & Providing Training to Staff.**
* **Maintaining the data base Of Customers.**
* **Handling the Walk in Customers.**
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| Work Experience |  |
| Duration | **April 2005 To August 2006** |
| Organization | **DSK TOYOTA, INDIA, PUNE MAHARASTRA**  |
| Current Position | **Front Desk Officer** |
| Work Role  | * **Attending Phone Calls.**
* **Showroom Maintenance.**
* **Petty Cash.**
* **Maintaining the Time Register For Staff.**
* **Customer feedback.**
* **Issuing the Cheque to Vendors.**
* **Maintaining the data base Of Customers.**
* **Handling the Walk in Customers.**
* **Keeping The Records Of Inward & Outward Cars**
* **To Maintain Service Cars Records.**
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| Work Experience |  |
| Duration | **March 2004 TO March 2005** |
| Organization | **PIRAMYD MEGA STORE, INDIA, PUNE, MAHARASTRA** |
| Current Position | **Sales Executive**  |
| Work Role  | * **Handling the Jewellery Department**
* **Maintaining the Stock Register of Jewellery.**
* **Visual Merchandising.**
* **Maintaining the Time Register for Staff.**
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| **Computer Proficiency:** |  |
| * **DOS, Windows 98 / 2000, XP, Vista, 7.**
* **MS-Office ( MS-Word, Excel, Access, Power Point.**
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| Educational Qualification |  |
| * **UNIVERSITY OF PUNE, B.A, SPECIAL POLITICS, JUNE 2000 - APRIL 2002.**
* **HAVE ACHIEVED SECOND CLASS.**
* **KENDRIYA VIDYALAY, H.S.C, COMMERCE, JUNE 1998- APRIL 1999.**
* **HAVE ACHIEVED PASS CLASS.**
* **KENDRIYA VIDYALAY, S.S.C, JUNE 1996 - APRIL 1997.**
* **HAVE ACHIEVED PASS CLASS.**

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| Strengths |  |
| * **Good leadership qualities and communication skills.**
* **Quick Adaptability to new technologies.**
* **Comprehensive problem solving abilities.**
* **Focused approach towards the task at hand and ability to lead it to completion.**
* **Definitely believe that hard work is the key to success and always strives for perfection.**
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| Honors & Achievements |
| * **KUNG-FU- BLACK BELT, FEB 1999**

  **I Won Three Gold Medals, One Silver Medal & Cash Price Of Rs.. 9000, In National Level Tournament**.. |

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| **Personal Information** |  |
| **Date of Birth** | **12 Jan 1982.** |
| **Sex** | **Female**  |
| **Marital Status** | **Unmarried.** |
|  **Nationality**  | **Indian**  |
| **Mother Tongue**  | **Tamil** |
| **Languages known** | **English ,Hindi, Marathi** |
| **Alternate Email Address** | **Anjali.emmanuel@gmail.com** |
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**I hereby declare that the information furnished above is true to the best of my knowledge.**

 **Date** : 13/08/2019 **yours sincerely,**

 **Anjali John Peter**