

SUJATA KAMBOJ

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384/2 4C-E pocket Shatabdi Nagar, Meerut

CAREER OBJECTIVE:

To become a seasoned and a result oriented marketing professional by working with full dedication & loyalty for an organization.

PROFESSIONAL QUALIFICATION:

Course	Name of university/ Board/ School	Year of Passing
MBA	Vidya College of Engineering, MBA department, Affiliated to MTU.	2011-2013
BBA	MCAT Education, CCS University	2008-2011
12 TH	St. Thomas Girls Inter College	2008
10 TH	Sophia High School	2006

PROJECT UNDERTAKEN:

Major Projects:

- Summer Internship Project
Topic Name : Comprehensive study on Performance Appraisal System in BHEL
Duration : 6 weeks
Organization : BHEL, Haridwar
- Research Report
Topic Name : A critical study on recruitment techniques adopted by BIG BAZAAR in Meerut

EXPERIENCE:

- Since Sep' 2014 Working in Gujral International, Meerut as a Digital Marketing Senior Executive.
 - **KEY RESPONSIBILITIES:**
 - Handling the inquiries on Alibaba.com
 - Posting of companies all products on Alibaba.
 - Maintaining continuous modification of the products.
 - Maintaining RFQs.
 - Follow up for RFQs inquiries after they have been read by the customer.
 - Follow up for all the Alibaba orders till the stage of dispatch with the production, purchase and dispatch team.
 - Customer service requests for all the Alibaba orders.
 - **Preparation of Catalogue:**
 - Preparing the description of all new products.
 - Getting the sampling done from the vendors for new products.
 - Arranging the Photoshoot for that.
 - Follow up with the designers. Getting corrections done.
 - Handling work related to website, getting corrections done.
 - Providing data related to website process.

- Before joining Gujral Industries, I worked in Gyan Bharti Institute of Management Studies as an assistant professor.
 - **KEY RESPONSIBILITIES:**
 - Taking Lectures on various subjects.
 - Co-ordinate in Event Management.

AWARDS & ACHIEVEMENTS:

Awarded:

- Certificate in Export Import Documentation given by INTERNATIONAL TRADE PROMOTION CENTRE.
- 3 SOPANS in UP Scout & Guide.
- Certificate in Brain Quest 2011 held on 15th Oct, 2011.
- Certificate in Debate Competition.
- Got achievement for prepare a training program on Stress Management.

SKILLS:

Fast learner
Team work
Punctuality
Positive attitude
Good Interpersonal Skills
Time Management

TECHNICAL SKILLS:

- Proficient in Microsoft Office including Excel, Word, PowerPoint, etc.
- Proficient in using internet.

PERSONAL DETAILS:

Father's Name : Mr. Rampal Kamboj
Date of Birth : 01-01-1992
Gender : Female
Language Known : English, Hindi
Marital status : Unmarried
Nationality : Indian

DECLARATION:

I hereby declare that above said information is true & best in my knowledge.

Ms. Sujata Kamboj