

ANMOL

Process Associate

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ABOUT ME

A highly motivated and friendly personality looking for a responsible position to gain practical experience using my interpersonal skills to achieve goals of a company that focuses on growth and satisfaction. I worked as a researcher for almost 2 year's and gained experience in lead management and quote management, improved my skills related to excel and outlook management.

EDUCATION

Delhi University | 2017-2020

Bachelor's of Arts

CBSE 12th | 2017

Arts

CBSE 10th | 2015

WORK EXPERIENCE

SDM solutions Pvt Ltd.

Process Associate

Interlynx Digital Solutions Pvt. Ltd | 2021 - 2023

Junior Researcher

- Conducted extensive research on potential clients using various online resources, including LinkedIn, company websites, industry publications, and databases.
- Analyzed data to identify potential clients and gather insights about their needs and preferences.
- Maintained accurate records of leads and regularly updated databases to ensure data integrity.
- Coordinate with programmers and launch team to ensure successful implementation of new quote management systems.
- Testing new systems by creating sample quotes or uploading demo quotes on panel to ensure accuracy and functionality.
- Communicated regularly with client's sales teams to provide updates on quote management progress and gather feedback on quote accuracy and completeness.
- I provide training to new sales team members on how to use the quote management system and ensure they understand the process. I also troubleshoot any issues that arise with the system and work with the IT team to resolve them in a timely manner.
- I also ensure that the quotes are updated regularly and reflect any changes in pricing or product availability. This involves working closely with the sales team and keeping track of inventory levels and market trends.

SKILLS

• Outlook Management	• Typing Speed 50 WPM	• Good Communication Skills
• Excel, Word	• Project Scheduling	• Time management