

## **ANUPAMA LAILA RAJAN**

Highly organized professional offering proven skills in Administrative and Sales Departments. Adept at working collaboratively within a fast-paced and detail-oriented environment to facilitate workflow and drive defined goals.

### **Experiences**

#### **❖ Sales Coordinator**

Vertical Plastic Industries LLC 2024 – 2025

- Coordinated daily sales operations, ensuring smooth communication between sales team, clients and internal departments.
- Prepared sales Quotes and sales order
- Monitored sales targets and generating regular and monthly reports for management review
- Handled incoming inquiries from clients and directed them to the appropriate sales representative.
- Managed and updated customer database, CRM systems, and sales records to ensure accuracy and timely follow-ups.
- Maintained confidentiality of client information and adhered to company policies and procedures.
- Prepare Minutes of sales meeting
- Miscellaneous works

#### **❖ Administrative Assistant**

Al Salem Group of Companies 2022 - 2024

- Conducted regular payment follow-ups with clients via email and phone to ensure timely collection and reduce overdue receivables.
- Cheque preparation and distribution.
- Disbursed Petty cash for approved expenses.
- Maintain financial records, including receipts, payments, ensuring proper documentation and filing.
- Coordinated with courier service providers (DHL & FedEx) for booking, pickup and delivery, maintaining records of all inbound and outbound shipments.
- Communicated with DHL and FedEx to request shipping quotations, dangerous goods (DG) approvals, and shipment related inquiries, ensuring accurate and timely coordination.
- Maintained detailed usage of fuel usage and generated monthly reports for management review and budgeting purposes.
- Maintained organized records of stationery usage and expenses, helping optimize office supply inventory and reduce unnecessary costs.

### **Contact**

Ajman, UAE

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### **Core Qualifications**

- M S Office
- ERP
- Customer Service
- Courier Handling
- Adaptable & Versatile
- Ability to Multitask
- Ability to Solve problems
- Collaboration
- Helpful Attitude
- Time Management

### **Education**

- Master of Computer Application
- Diploma in Multi-lingual Office Automation & Financial Accounting
- BSc. Mathematics
- +2 Biology Science
- SSLC

### **Personal Information**

Gender :Female

Nationality :Indian

Visa :Spouse Visa

Visa Expiry :30<sup>th</sup> June 2026

Language :English, Hindi, Tamil, Malayalam

### **References**

Mr. Gulam Hussen  
Procurement Manager  
Al Salem Group of Companies  
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