###### **Curriculum Vitae**

|  |  |
| --- | --- |
|  | *Mrs Archana B*  NO.145, Dhatri, 2nd Cross, I Block  Kuvepunagar,  Mysore: 570023  Karnataka State; India  ***MOB NO:***  **+918618841938**  ***Email ID: archanabdvt.22@gmail.com*** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * **CAREER OBJECTIVE**   **“Seeking a challenging career to grow professionally by strengthening my skills, and to contribute towards the growth of the organization, by always keeping in mind the goals of the organization as the prime objective.”**   * **EDUCATION :** * ***MBA in Finance, with 9.6 years of experience in leading automobile industries as a project analyst & in the field of Management information system.***   **Academic Records:**   |  |  |  |  | | --- | --- | --- | --- | | **Qualification** | **Board & University** | **Year** | **Percentage** | | **MBA** in Finance | Kuvempu University  Shimoga | 2009-2011 | 55.43% | | **BBM** | Sir M V Arts & Commerce college  Kuvempu University | 2005-2008 | 73.38% | | 12th Std  (P C M B) | Silver Jubilee PU college  P U Board, Karnataka | 2004 | 51.67% | | 10th Std | Govt. girls high school  Karnataka State Board | 2002 | 65.44% |  * **Business Management Skills:**  |  |  | | --- | --- | | ***Core skills*** | * [Analytical Reasoning Skills](https://www.upgrad.com/blog/business-management-skills-for-managers/#1_Analytical_Reasoning_Skills) * [Effective Negotiation Skills](https://www.upgrad.com/blog/business-management-skills-for-managers/#2_Effective_Negotiation_Skills) * [Market research](https://www.upgrad.com/blog/business-management-skills-for-managers/#3_Market_research) * [Sales and marketing expertise](https://www.upgrad.com/blog/business-management-skills-for-managers/#4_Sales_and_marketing_expertise) * [Organizational skills](https://www.upgrad.com/blog/business-management-skills-for-managers/#5_Organizational_skills) * [Leadership skills](https://www.upgrad.com/blog/business-management-skills-for-managers/#6_Leadership_skills) * Auditing documentation | | ***Computer Knowledge*** | Expertise in Windows 10, MS-office, Tally. |  * **WORK EXPERIENCE** * **Maniranjan Deisel Sales and Service / The Prime movers**  |  |  |  |  | | --- | --- | --- | --- | | **About Company** | Maniranjan Diesel Sales & Service Private Limited was established in 1995 as an Authorized Dealership of Cummins India Ltd, Pune. Maniranjan Diesel operates in Karnataka, Coimbatore, Erode and Tirupur which have major industrial segments such as IT, Textiles, Manufacturing, Health care etc.  The Prime movers is also an authorized Dealership of Cummins India Ltd, Pune. established in the year 1980 , it covered the area of 4 territory i e Mangalore, Shimoga, Ankola and Chitradurga, and major industrial segments was Indian NAVY, Manufacturing segments, Govt sectors, Health care, etc.  Cummins is a global power leader of complementary business units that design, manufacture, distribute and service engines and related technologies, including fuel systems, controls, air handling, filtration, emission solutions and electrical power generation systems. | | | | **Job Title:-** | MIS Executive/Project analyst | **Department:-** | MIS/Marketing | | **Period:-** | May 2012-Oct 2018/Nov 2018**–** Jan 2022 | | | | **Roles & Responsibilities** | | | | | * Providing operational support to organisation like tracking the sales and service operation * Maintain project timeframes, objectives and communications. * Conducting customer satisfaction survey. * Customer master file. * Doing Internal Audits for both technical and non-technical team members. * Preparing the PPT’s as per company/Cummins requirement. * Doing analysis based on sales and services. * Coordination work along with Ankola, Chitradurga , Mangalore, Shimoga and Bangalore team * Quotation Processing. * Pricing Maintenance. * Quotation Statistics. * Long term planning for organisation requirements. * Block Management ( Quotations/achievements of target) | | | |  * **PERSONAL DETAILS**   Name **:**  Archana B  Date of Birth **:** August 22 1986  Father Name **:** P Balan Pillai  Nationality **:** Hindu  Language Known **:**  Kannada, Hindi, English     * **MY STRENGTH**      |  | | --- | | * Hard Working * Quick Learner * Good Team Member * Strong work ethic | |
|  |

##### DECLARATION:

I hereby declare that, the information given above is true, as best of my knowledge.

Date: 22-01-2023 Signature:

Place: Mysore (ARCHANA B)