

**Anju Makker**  
**Present Location: Mohali**  
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## Professional Summary

Exceptional sales support professional who knows how to handle large workloads. Great customer service skills to provide clients with best service possible and resolve conflicts when they arise. Leadership skills to take initiative and encourage team members to perform at their best. Cheerful personality to make potential clients feel at ease and offer support when there are uncertainties around the office.

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## Area of expertise

- Strong Analytical ability
  - Ability to work under the scope of Time lines
  - Detail oriented
  - Good interpersonal and communication skills
  - Understand the scale of work / matrix assigned of all the clients assigned
  - Focused on quality and error free reports
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## Experience

### Allengers Medical Systems/ Chandigarh /Dec 2018 to Till Date

#### Role & Responsibility -

- Worked as **Senior Executive**
- Prioritized daily workflows, including all outbound calls, quotes and sales-related inquiries.
- Worked with end customers to identify the proper mix of our portfolio of products to meet their specific needs
- Support in new inquiries generation
- Responsible for follow-up on MPTR Data
- Initiate the process on Conference PRF Data
- Prioritize to check the LBR data
- Responsible for feedback from client's on New installation
- Improved accuracy of well maintenance data reports by coordinating with field technicians, compiling information from multiple programs and proofreading

### KPMG / Noida / Jul 2017 to Dec 2018

#### Role & Responsibility -

- Worked as **Associate consultant**
- Responsible for End to end Background Verification of a new hire for India, along with MIS Reporting and Data Management and Preparation of Monthly and Quarterly Dashboards
- Support in scrutinizing the credentials, documents and factual of employees being on-boarded
- Initiate the process and ensure closure of checks with the given time frame

- Responsible for follow-up with external entities, to gather reports on authenticity of documents
- Utilize different modes of verification process
- MIS tracking & employee database update for faster execution of the process
- Prioritize the checks in accordance to the time-line remaining for completion of reports

#### Easypolicy Insurance Web Aggregators Private Ltd. / Noida / Feb 2015 to Jul 2017

##### Role & Responsibility -

- Worked as a **Business Acquisition Specialist**
- Explains different quotes from various insurance companies & price-feature comparisons and helps to understand offers from different insurance companies
- Assists you with easy information in a friendly interface which helps to understand the intimidating world of insurance better so that customer can make an informed choice
- Maintains customer records and handles policy renewals

#### Academics

MBA Pursing (Marketing) - 2019/21

B.Tech (Computer Science) – 2010/14

Drona's College of Management & Technical Education (DCMTE), Dehradun

% scored – 69

#### Personal details

<b>Father's Name</b>	Mr. Sunil Makker
<b>Mother's Name</b>	Mrs. Suman Makker
<b>Date of Birth</b>	10 <sup>th</sup> Jan 1990
<b>Permanent address</b>	H.N. 60, Subhash Nagar, Dehradun
<b>Nationality</b>	Indian
<b>Language Known</b>	Hindi, English

#### Declaration

I genuinely declare that all the facts mentioned above are true to my faith, and I am answerable for its accuracy.