

VANSHIKA SAINI

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WEBSITES, PORTFOLIOS, PROFILES

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SUMMARY

Proven Documentation Specialist, Calling Specialist and Sourcing Executive at Wyzen Systems Private Limited, I excel in document management and global sourcing, enhancing workflow optimization through effective communication. Recognized for surpassing performance targets, my expertise in market research and teamwork has significantly contributed to operational excellence, earning regular incentives for outstanding contributions.

SKILLS

- Excellent communication skills
- Document Management
- Active listening and objection handling
- Workflow Optimization
- Market Research
- Dedicated team member
- Team-oriented personality
- Cold calling and lead generation
- Multi-tasking
- Time management and reporting
- Global sourcing

EXPERIENCE

- 09/2019 - Current **Documentation Specialist, Wyzen Systems Private Limited, New Delhi, India**
- Confirm that all submitted documentation is accurate and complete
 - Ensure the proper storage and maintenance of a company's documentation
 - Review site policies, operating procedures, work instructions and forms for format consistency
 - Evaluate documents for proper categorization
 - Advanced skills in MS Word and PDF documents, Excel, PowerPoint.
 - Proofreading and quality checking all work to ensure that completed documents are delivered accurately and to a high standard.
 - Maintains confidentiality of all client information.
 - Ensures all work is completed as per the instructions from the clients.
 - Accuracy and Proofreading skills.
 - Quality checking for accuracy and formatting and editing services.
- Customer Support Specialist, Wyzen Systems Private Limited, New Delhi, India**
- Motivated and results-driven telecaller with over 6 years of experience in outbound and inbound calling.
 - Skilled in customer engagement, lead generation and maintaining client relationships.
 - Seeking to contribute towards dynamic organization where my communication and persuasion skills can help drive business growth.

Sourcing Executive, Wyzen Systems Private Limited, New Delhi, India

- Developed and implemented sourcing best practices
- Performed market research to identify new suppliers
- Sourcing importers' data from around the world
- As a Sourcing Executive at Wyzen System Private Limited, I consistently exceeded performance target.

EDUCATION

01/2021	B.A.Programme <i>School Of Open Learning</i>
04/2018	English Speaking Course <i>British Council, New Delhi</i>
01/2018	12th <i>Dev Samaj Modern School, New Delhi</i>
01/2016	10th <i>Dev Samaj Modern School, New Delhi</i>

LANGUAGES

- English
- Hindi

PERSONAL INFORMATION

- Father's Name: Mr. Madan Saini
- Date of Birth: 02/13/2000
- Gender: Female
- Marital Status: Unmarried

HOBBIES

- I like to sing because it is fun to sing . Singing gives me a great pleasure.
- Regularly engage in gym workouts to maintain a healthy and active lifestyle.
- I love travelling , because its gives me inner peace, and to try new things as well,