

Shanthala . T

E-mail : shanthi.t.84@gmail.com

Phone : +91 98458 45518

Objective:

Seeking a position in the field of expertise to utilize skills, education and abilities in a company that offers good professional growth while being resourceful, innovative and flexible.

Education Qualification:

Course	Institution/ university	Year of passing	Subject/ specialization
M.Sc	East West College of Science Bangalore University	June, 2007	Biotechnology
B.Sc	M.L.A.W.C College, Bangalore University	May 2005	Biotechnology, Botany, Chemistry
PUC	M.L.A.W.C College	May 2002	Physics, Chemistry, Mathematics, Biology
SSLC	ST. Lourdes High School	March 2000	

Technical Skills:

Area	Skills
Computer	Windows, MS Office Word, Excel, Power Point., CRM tool, ERP platform
Bioinformatics:	Sequence Analysis, Rasmol, BLAST, FASTA, ORF

Work Experience :

Organization : NNE – Novo Nordisk Engineering
Duration : April 07th 2025- till date
Designation : Sales Coordinator and Proposal Management

- During my tenure, I worked with Sales and Proposal team to manage day-to-day task.
- Prepare and documenting order documentation in CRM and ERP
- Cross verification of Proposals/Quotations and PO received from customers.
- Interacting with Denmark Stake Holders for smooth process execution.
- Creating projects in ERP and following up for payments.
- Support back-office functions to enable smooth operations.
- Maintaining work related trackers for weekly sales report.

Organization : Bergen Systems Pvt Ltd.,
Duration : December 26th 2017 to December 6th 2020
Designation : Sales Coordinator

- During my tenure, worked with teams from Bengaluru and Noida.
- Implementing Marketing strategies and campaigns promoting the company's products.
- Building and Maintaining customer relationships.
- Everyday processing of sales related queries, proposals and AMC contracts preparation and sending them to clients across the globe.
- Tracking Sales and service orders. Preparing offers as per customer requirements.
- Payment tracking and follow up with Customers.
- Office administration, managing everyday office requirements and ensuring smooth functioning of day-to-day activities.

Organization : Cameo corporate services (Nuance partner)
Duration : January 2015 to September 2017
Designation : Medical transcriptionist (Proofer).

- During my tenure, worked with various clients from across the globe.
- Various types of transcription using eScription platforms with 99% accuracy.

Organization : Redington India Ltd.
Duration : 1st September 2012 to 30th December 2014
Designation : Sales Coordinator.
Location : Bangalore.

During my tenure worked on below aspects

- System and Data Analysis
- Monitoring India locations calls
- Daily coordination with OEMs & other channel partners like DELL, IBM, HP, WIPRO for smooth business execution.
- Verification & Maintenance of Purchase Order.
- Vendor Registration process. Preparing Daily reports.

Organization : Infoscript Services.
Duration : 11th May 2009 to 31st January 2011
Designation : Medical Transcriptionist.

- During my tenure completed medical transcription training and worked with US Hospitals for their patient record WT (Work Types).

Organization : Advanta India Limited.
Duration : 3rd October 2007 to 4th May 2009
Designation : Research Associate.
Location : Bangalore

During this tenure I had an opportunity to work in projects requiring multiple skills which helped me in acquiring hands on techniques used in modern day plant biotechnology research. It also allowed me to work in a team and develop interpersonal relations at various levels in the organization.

My Strengths

Self-motivated, ability to learn fast and implement, take decisions quickly.
Leadership quality, and teaching skills.

Personal Profile:

Husband Name : Madhu A.B.

Date of Birth : 11th June 1985

Languages Known : English, Kannada, Hindi.

Address: 41, 6th A Cross, 2nd Main, Sapthagiri Layout, Vidyaranyapura, Bengaluru - 560097

(Shanthala)