

**VIDYA**



**Email :** **vidya.164193@2freemail.com**

**CAREER SUMMARY**

A highly creative, dedicated, hardworking, multi tasked professional with **1 year experience in Telesales in**

**Marketing and Customer Support in Domain & Networking.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **KEY SKILLS** |  |  |
|  |  | **A**dministration | **O**ffice **M**anagement | **E**xecutive Assistance |
|  |  | **HR A**dministration | **C**ustomer **C**are |  |
|  |  |  |  |  |  |  |
|  |  |  |  | **EXPERIENCE** |  |
|  |  |  |  |  |  |  |
|  | **Oct 2012 – Till Date** | **EXPO MARKETING, DUBAI** |  |
|  | **TELE SALES EXECUTIVE** |  |  |  |  |

Functions :

* Handling Customer Calls
* Marketing the product.
* Explainting the Technical & Commercial Terms
* Order Confirmation
* Follow Up for the Payment & the delivery of the Order.
* Presenting the Daily Sales Report to the Management.
* After Sales Support

**Jun 2009 To Dec 2009** **SILICON HOUSE, CHENNAI**

**TECHNICAL EXECUTIVE**

Functions :

* Assisting both **Internal and External Customers**
* Handling customer calls reg. **Various Queries/Technical Problems,** and communicating them precisely to the respective line managers to expedite immediate action.
* Product Knowledge Training to Customer
* After Sales Support
* Presenting the Reports to the Management

**EDUCATIONAL CREDENTIALS**

* B.E. (Computer Science & Engineering ) from V.P.M.M.Engg.College, Srivilliputtur in 2009 with 70.04%.

**EXPOSURE TO COMPUTERS**

|  |  |  |
| --- | --- | --- |
|  | Operating Systems | : **Windows 2007** |
|  | Word Processors | : **MS Word** |
|  | Spread Sheet | : **MS Excel** |
|  | Presentation s/w | : **MS PowerPoint** |
|  | Programming | : **VB, C, C++** |
|  | Email | : **MS Outlook** |
|  | Browsers | : **MS Internet Explorer** |
|  |  | - 1 - |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **PERSONAL** |
|  |  |  |  |  |
|  | Name | : **VIDYA**  |
|  | Date of Birth | : 16-04-1989 |  |  |
|  | Nationality | : Indian |
|  | Marital Status | : Married |
|  | Visa Status | : Husband’s Visa |
|  | Driving License | : Under Progress |
|  | Languages Known | : English, Tamil, Malayalam |

- 2 -