**Curriculum Vitae**

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Kamaleeswari

Email: kamaleeswari.296761@2freemail.com

* Good team player with track record of excellent performance in sales productivity.
* Can work in pressure, manage staff, and deal with a variety of challenging situations.
* Possessing excellent numerical skills, and ability to comprehend and analyze sales figures.
* Able to talk directly to customers, establish relationship and gain satisfaction from them.

**Professional Competencies**

* Open to ideas and willing to learn.
* Can align personal goals with the organizational goals.
* Can learn the market trends to study and analyze competitive edge.
* Able to create short and long terms business plans.
* Possess commercial awareness with superb business skills.
* Can support a team and manage both good and poor performance.
* Proactive and able to use initiative when solving problems.
* Experienced in recruitment and training the staff.
* Able to develop staff through performance management.
* Can prioritize security of the store by implementing measures to reduce loss and theft.
* Have a vibrant `can do` attitude.
* Can give the customers in-depth technical advice about products.

**Professional Experience – (Relationship Manager)**

**Innovations - Subsidiary of Dubai First Bank**

**(From April, 2015)**

**Responsibilities:**

* Managing the team and giving appropriate guidance
* Responsible for revenue generation
* Generating new leads and strive to achieve the target

**Mabeeat– Subsidiary of ENBD Credit Cards**

**(From October, 2014 – March, 2015)**

**Role: Tele Sales**

**Responsibilities:**

* Monitor Credit Card Sales
* Monitor day-to-day target
* Responsible for maintenance of documents, credit history & necessary files

**Professional Experience – (CALIBRATION & SERVICE INDUSTRY)**

* Worked as a Sales Coordinator for 4 years in NORTHLAB INDIA PVT LTD
* Worked as Document Incharge for 3 years in NORTHLAB INDIA PVT LTD.

 **NORTHLAB INDIA PVT LTD**

**(December 2009 – January2011)**

**Role: DOCUMENTATION INCHARGE**

* Maintenance of records (Calibration Certificate) for NABL Audit.
* Filing the invoice and outward copy.
* Maintaining the employer details.

**NORTHLAB INDIA PVT LTD**

**(Feb 2011 – January2014)**

**Role: SALES COORDINATOR**

* Engaged in sales department Quotation.
* Maintaining the confidential price list.
* Organizing day to day activities in sales department.

**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | University / Board | **College/School** | **Year** | **Grade** |
| B.C.A | Madras university | Sri Ram ARTS & Science college(2000 – 2003 ) | 2003 | **65%** |
| Higher Secondary ( +2 ) |  Matric Board | Angel Matriculation HR Sec School | 2000 | **65%** |
| SSLC (10th) | Matric Board | Angel Matriculation HR Sec School | 1999 | **65%** |

**Computer software Proficiency**

All Microsoft Office software applications

(SAP, MS Word, Excel, and Power Point).

|  |  |
| --- | --- |
| **Areas of Expertise:** |  |
| Back office work | Maintaining staff details |
| Maintaining records | Filing the invoice and outward copies |
| Maintaining existing accounts | Sales presentations |
|  |  |
|  |  |

**PERSONAL PROFILE**

* Date of Birth: 12th March 1983
* Gender: Female
* Nationality : Indian
* Marital Status: Married
* Language : English&Tamil
* Visa Type: Husband Visa.