

Contact HR Consultant for CV No: 340480

E-mail: response@gulfjobseekers.com

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**OBJECTIVE:**

To obtain a responsible and challenging position in the field of Computer Science & Engineering with a progressive organization where I can utilize my skills, abilities and professional/Technical knowledge with comprehensive strategic planning and implementation skills to develop my career.

**PROFESSIONAL SYNOPSIS**

* Preparing detail for certification and follow up from the suppliers.
* Ensure coordination with sales team, clients and adherence to deadlines
* Excellent communication skills and presentation skills.
* Strong Work Ethics
* Highly organized and goal oriented with positive attitude.
* Ability to travel on business extensively.

**CORE COMPETENCIES**

* Design & Contract review with various departments.
* Prepared and presented training sessions.
* Designed solutions to correct problems.

**COMPUTER SKILLS**

* Operating system : Windows XP, Windows 7
* Excellent knowledge and command over MS office tools like MS-office, Word, Excel & PowerPoint.

**EDUCATION:**

* **Bachelor of Technology in Computer Science & Engineering 60% 2010-2014**

Jawaharlal Nehru Technological University, Kakinada, Andhra Pradesh, India

* **Intermediate(M.P.C) 60% 2008-2010**

Board of the Intermediate, Andhra Pradesh, India.

* **SSC 59% 2008**

Secondary School Certificate, Andhra Pradesh, India

**Expereinces :**

**System Operator**

* System operator (Scanning and Renaming Department) in SBI from December 2014 to September 2015

**Computer Operator Job Duties:**

* Determines sequence of operations by studying production schedule.
* Prepares equipment for operations by accessing software in computer; loading paper into printers and plotters; preparing for output.
* Maintains operations by monitoring error and stoppage messages; observing peripheral equipment; entering commands to correct errors and stoppages; reloading paper; making adjustments in process; notifying supervisor for additional resources.
* Documents problems and actions by completing production logs.
* Resolves user problems by answering questions and requests.
* Ensures operation of equipment by completing preventive maintenance.
* listening to customer requirements and we make customer that “ we care you”
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Responding to incoming email and phone enquiries.
* Assisting sales team in order to get the deals close.
* Gathering market and customer information to the sales department.
* Representing their company at trade exhibitions, events and demonstrations.

**Sales executive**

* Sales Executive from January 2015 to Till now in M/S Rama krishna retail store,Vijayawada.A.P
* Understanding products in their product port- folio
* Generating new clients like attracting promotions & giving options like “ Delivery Free”
* Adding new products as per customer requirement
* We take feedbacks from our genuine clients to improve our self.
* Reporting on every three days to my manager on my activities
* Understanding managers perspectives timely basis
* Follow their instructions to bring business
* Sometimes, I take care of inventory when person is not available.
* Make sure customer is satisfied with our products.

**PROFESSIONAL STRENGTHS:**

* Strong planning and organizational skills, with ability to prioritize work.
* Excellent and Proven leadership, negotiation and problem resolution abilities.
* Highly Potential interdisciplinary, innovative thinking and pragmatic
* Driven to learn and apply new ideas and skills.
* Excellent analytical skills.
* Ability to make independent decisions.
* Ability to dissect problems and projects into manageable tasks.

 I hereby declare that above all information is correct and complete to the best of my knowledge & belief.