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**Bhavany**

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**Bhavany.350168@2freemail.com**

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**Applying for the post of Admin Support or HR Analyst**

**Academic Profile:**

 **- MBA (**Human resource Management**)** Annamalai University **–** 2013, First Class

 **- B.Tech** (Information Technology) Anna University – 2011, Distinction

**Computer software skills**

MS Office (Word, Excel & Access), SQL, .NET,etc

**Area of Knowledge:**

* Web Research
* Excel Documentation
* Company Research
* Market Research
* Contact Profiling
* Cold Calling
* Admin Documentation
* Secondary Research
* Sales support

**Experience:**

 **3+ Years** Experience in supporting sales team as Research Analyst in Wipro. I deal with the Company Research, Market Research and IT Intelligence and Admin Documentation. Prior to that I have 3 months experience in Online troubleshooting for broadband connection.

**Responsibilities:**

* Supporting sales team to interact with the clients by providing them detailed Analyst Report.
* Documenting weekly reports and uploading in CRM to keep the records safely.
* Work Allocation to the co team members
* To prepare detailed profiles to the Business Development Manager.
* To find the IT solutions provided to the customers by other competitors.
* Generating bulk email ids, contact number and maintain the report.
* Cold calling to the customers regarding IT solutions of the company.

**Implant Training:**

* Have completed network training in All India Radio.
* Certified in Microsoft .Net from Appin Technology

**Personal Details:**

Date of Birth : 13/10/1989

Visa Status : Residential

**Declaration**:

 I hereby declare that the information above is true to the best of my knowledge.