**NITHYA**

[**Nithya.359550@2freemail.com**](mailto:Nithya.359550@2freemail.com) ****

**CAREER OBJECTIVE**

To secure an innovative, challenging, dynamic, responsible and motivating career that unlocks the door to a competitive and challenging working environment.

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| PROFESSIONAL QUALIFICATION | | |
| Course | University | Percentage |
| B.Tech (Information  Technology) | Mahatma Gandhi University, India | 61 |

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| **WORK EXPERIENCE** |

**TELESALES EXECUTIVE**

**January 2015 till date**

**Job Description:**

* ***Sales*** 
  + Generate Sales Orders and Order acknowledgements
  + Generate delivery instructions and communicate them to relevant parties
  + Maintain the database of customers as per audit standards’ requirement

* ***Customers***
  + Liaise on daily basis with the customers to initiate and follow up on Sales Orders
  + Send order acknowledgement to the customers providing them with a proposed delivery date
  + Liaise with sales administrators/commercial team to ensure goods are packed/invoiced/documents legalised and delivered on time.

***XL Technologies, Sharjah, U.A.E* SALES EXECUTIVE**

**August ‘13 – September’14**

**Job Description:**

* Responsible for sales of services and products of XL Technologies
* Redirect problems to correct resource and resolves technical hardware and software issues.
* Provides product presentations to potential clients.
* Stay current with system information, changes and updates.

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| **COMPUTER PROFICENCY** |

* Operating System : DOS ,Windows Vista, Windows XP ,Windows 7
* Packages : MS WORD,MS EXCEL
* Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level.
* Interdepartmental coordination & Database management skills.

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| CERTIFICATION |

* Successfully completed certificate course in WEBDESIGNING (Approved by Ministry of Education, U.A.E) from Informatics Cultural & Computer Institute, Sharjah.

**KEY SKILLS**

* Possessing an ability to anticipate and coordinate priorities.
* Ability to work accurately, working under pressurised conditions, to tight time frames.
* Excellent communication skills and sales skills and client relations capability
* A calm professional with a flexible and adaptable approach to work.
* Adapt well to challenge, resourceful and flexible.
* Experience in observing tact and discretion, for dealing with confidential information.

**PERSONAL DETAILS**

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| Age & Date of birth | 29 Years, 8th November, 1987 |
| Gender & Marital Status | Female , Married |
| Nationality | Indian |
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**DECLARATION**

Hereby declare that the above information is true to the best of my knowledge and belief.