1. DIVYA

Email: divya.388079@2freemail.com

Career Objective

To work in an organization that provides equal opportunities to faster growth as an individual as well as professionally and to be part of a highly dynamic team that supports teamwork and leadership qualities within the organization and to deliver timely results without compromising on quality. Having insatiable energy to produce results and being able to quickly build outstanding customer relationships, I would be a valuable addition to any ambitious company.

Strengths

* Strong Ethical commitment to my job & people around me.
* Self Motivated personality with flair for Teamwork.
* Confident, Honest, Patient & Forthright Person.
* Hardworking and posses short learning curve.

Work Experience

* Organization : Arcon Homes Pvt Ltd

 Designation : Asst. Manager – Customer Relations

Period : February 2017 – December 2017

Responsibilities : Customer Relations Management, Contacting prospective customers and

 Sales closing, Achieving all revenue targets & objectives in line with the Area Business Plan,

 Work-in-progress updating, Site visit, etc.

* Organization : Southern Investments Pvt, Ltd, Jawahar Nagar, Kowdiar. (Si Homes)

 Experience : 5 years

 Designation : Officer Relationships

Period : December 2009 - December 2011 & From November 2013 – November 2016

 Responsibilities : Customer Relations Management, Contacting prospective customers and discussing their requirements, Achieving all revenue targets & objectives in line with the Area Business Plan ,

 Work-in-progress updation , site visits, etc.

 Organization : MIR REALTORS (P) LTD , Sasthamangalam, Trivandrum.

 Experience : 1.5 years

 Designation : Executive – Sales

 Period : March 2012 – October 2013

 Responsibilities : Communicating with target audiences and managing customer relationship, Tele Sales, Monitoring competitor activity, Working closely with the

 marketing team to produce any sales collateral required for the target market,

 Maintaining and updating customer databases, Site Visits, Developing a full

 understanding of the business market- place.

* Organization : ATELIERTECH IT SERVICES (P) LTD, Technopark,Trivandrum.

 Experience : 1 year

 Designation : Officer- Project Administration & Receivables

 Professional duration : January 2012- December 2012

 Responsibilities : Customer Relations Management, Project Co-ordinations, Accounts Management, etc

* Organization : CHRYSALIS COMMUNICATIONS PVT. LTD & AIR TRAVEL ENTERPRISES PVT. LTD ( ATE GROUP **)**, Palayam, Trivandrum.

 Experience : 1.8 year

 Designation : Tele- Marketing Executive

 Professional duration : July 2007-February 2008 & August 2008-August 2009

 Responsibilities : Office administration, CRM, Tele – Marketing, etc.

Academic Qualifications

* B.Sc Chemistry from Govt. College for Women, Vazhuthacaud, Trivandrum (2002-2005).
* Call centre training

Computer Knowledge

* Office Suite: MS Office packages
* Excellent with Internet & E-mail.
* Good Typing speed & letter drafting skills.

Personal Details

Date of Birth : 22nd January 1984

Gender : Female

Marital Status : Married

Nationality : Indian

Languages Known : English, Malayalam, Tamil and Hindi

Hobbies : Drawing, Listening Music