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| **Iranna**  Dubai, UAE. |  |

**Mail Id:** **iranna.382916@2freemail.com**

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| **Professional :** |  |
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|  Looking for dynamic career which will help to utilize and enhance my skill and also be of help to the organization. To explore myself fully and realizing my potential and willing to work as a key player in challenging and creative environment. |

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| **Qualification Details:** |  |
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| **Academic Qualification** |
| **Qualification** | **University / Board** | **Year of Passing** | **Marks Obtained** |
| BCA | BVVS science college Bagalkot |  2013 |  62% |
| II PUC | LET college GOKAK |  2008 | 40% 40% |
| X | SRESH high school kalloli |  2006 | 72% 72% |

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| **Technical Skills:** |  |
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| * Package : MS office(Word,Excel,PPT).
* Extra knowledge : New software learning and internet browsing skills.
* Operating Systems : Windows 98/XP, Window 7,8,10, OS.

 Windows 2012 Installation * Software tools : Basic computer skills ,Fundamentals of C ,C++.

 : Exchange, Networking , IP Telephony. VM ware installation & Virtualization.   |

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| **Work Experience:** |

* **Working as Relationship Officer with Pact Employment Services for Emirates NBD.**

\*Meet with clients in person to discuss their financial goals.

\*Explain the types of financial services we provide to potential clients.

\*Educate clients and answer questions about investment options and potential risks.

\*Recommend investments to clients or select investments on their behalf

\*Help clients plan for personal banking, Retail Banking.

\*Monitor clients’ accounts and determine if changes are needed to improve the performance.

\*Research investment opportunities

#14 Months in Bliss Oversesas Pty Ltd as a **"Sr. C.S.R."** Customer Support Representative.

 **Responsibilities.**

* + - * Focusing on contacting current and potential clients.
			* To make outgoing calls to peoples.
			* To inform them about new product and services.
			* To try and sell the product to the peoples.
			* To listen to objections and handle them effectively.
			* To generate more leads from the people outcalled.
			* To enter the details of every interaction in the system.

**In UNITED TAPES PVT.LTD**

**Worked as Marketing Manager**

**Marketing Activities:**

* Managed entire product marketing cycle – Planning and applying the use of various sales strategies.
* Managed the budget of the marketing department.
* Initiated and coordinated advertising campaigns and promotional activities.
* Controlled all aspects of production line.

**Market Research:**

* Conducting frequent surveys among the customers regarding the requirements of products at present and estimating the requirements in the future.
* Analyzed current market trend and competitor information.

# Worked in **Sankam Thai Residency**(3 \* category) for 22 months as Front desk executive

 **Responsibilities**

* Greet & Welcoming the guest
* Answer questions & address complaints.
* Answering all incoming call & redirect them.
* Prepare outgoing mail by drafting correspondence, securing parcels.
* To keep updated records and file.

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| **Personal Profile:** |
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| **Date of Birth**  : 08/11/1989.**Sex** : Male.**Nationality** : Indian.**Hobbies**  : Playing Games And Listening to Music.**Languages Known** : English, Kannada, Telugu, and Tamil & Hindi.  |
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| **Declaration** |  |
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 I do here by confirm that the information given in this form is true to do the best of my

Knowledge and belief.