Mobile: 9791179768 Email: pvenkat88@gmail.com

CAREER OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company. A highly organized and hard-working individual looking for a responsible position to gain practical experience.

ACADEMIC QUALIFICATIONS

Bachelors in Engineering (Aeronautical): Tagore Engineering College, Anna University

KEY SKILLS & STRENGTHS

- Ability to convey important information correctly and effectively.
- Ability to listen to and convey details.
- Proven aptitude in problem-solving.
- Outstanding communication skills ability to convince while maintaining professionalism.
- Excellent planning and organizational skills
- Proficient in delivering products briefing
- Handled the responsibility of coordinating all other essential tasks as required
- Flexible and quickly adaptable to new technologies that help in the pursuit of reaching the goal
- A reliable team worker with good interpersonal skills and communication skills that will help me and my team to achieve its aims and goals
- Equipped with good creativity to do the assigned work in an enhanced way

TECHNICAL SKILLS

Operating Systems: Windows, UNIX. **Office Tools:** MS Office suite

PROFESSIONAL EXPERIENCE

Organization: CLOUD TRELLIIS

Designation: business development manager

Tenure: February 2016 - May 2023

ROLES & RESPONSIBILITIES

- Responsible for lead generation and cold calling marketing about products and delivery plans by following the standard policies and procedures of IT services
- Experienced in pitching mobile applications to clients and closing the lead
- Planned meetings and seminars services for the company and clients.
- Monitored company and customer activities to ensure development measures.
- Coordinate with other departments for flow of operational information
- Answered client gueries and resolved issues.
- Maintained program schedules for daily updates.
- Delay or cancel meetings if needed.
- Ability to work without the need for direct supervision, multi-tasking and timely completion of all assignments.
- Excellent written and spoken communication skills, strong analytical skills and attention to detail, ability to interpret and condense information from multiple data sources.
- Assigned service/work schedules for workers as per their area of work.
- Received work orders and tenders from superiors and dispatched them to personnel.
- Maintained continuous communication channels with supervisors and workers to sort their work-related issues and doubts.
- Tracked and submitted working hours of employees to payroll department.
- Documented records for sales including equipment used and charges incurred to be added to the management budget.

Organization: KKM Soft Pvt Ltd, India

Designation: Sales and marketing executive

Tenure: August 2011 - September 2015

ROLES & RESPONSIBILITIES

- Coordinating with clients, fixing appointment for meetings, meeting foreign clients and exploring the product and resolving quality issues
- Collaborating with business analysts and software development team for identifying and converting business goals into data requirements
- Performing manual and automated tests on applications and submitting reports
- Conducting seminars with existing clients
- Imported, sorted, cleaned, and transformed data according to business objectives
- Researched on systems necessary for improving IT and business data
- Compiled, interpreted, and presented data in a manner easy for decision making
- Working with spread sheet

Organization: HCL Technologies, India - On Job Training

Designation: Data Quality Analyst **Tenure:** May 2009 - June 2011

ROLES & RESPONSIBILITIES

- Coordinating with clients, analyzing documents, and resolving quality issues
- Collaborating with business analysts and software development team for identifying and converting business goals into data requirements
- Performing manual and automated tests on applications and submitting reports
- Investing and fixing root cause of data quality issues
- Imported, sorted, cleaned, and transformed data according to business objectives
- Researched on systems necessary for improving IT and business data
- Compiled, interpreted, and presented data in a manner easy for decision making
- Created SQL commands and improved data quality

DECLARATION

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

DATE:

PLACE: Chennai (VENKATESH P)