

BABY C

☎ Mobile : 6379089299

✉ Email : cbaby0485@gmail.com

Linked in : <https://www.linkedin.com/in/baby-c/>

OBJECTIVE:

Aspiring for Opportunity, which would enable me to utilize my analytical skills and abilities that offers a challenging responsibilities and career growth while being knowledgeable, innovative and also effectively contribute

ACADEMIC PROFILE:

BE-CSE Shree Venkateshwara Hi Tech Engineering College 2021 with **71.5cgp**

WORK EXPERIENCE:

BUSINESS DEVELOPMENT EXECUTIVE: (June 2023 to present)

- Scheduling Interview for candidates based on their experience and domain.
- Filtering the candidates and suggesting the job according to them.
- Identify and generate new business opportunities through market research, networking, and outreach.
- Build and maintain relationships with potential clients, understanding their needs and offering tailored solutions.
- Ability to understand client needs and present solutions effectively.
- Excellent negotiation and relationship-building skills.
- Self-motivated, proactive, and able to work independently.

JUNIOR ASSOCIATIVE: (November 2021 –April 2022)

- Review and validate the accuracy and completeness of the data to ensure it meets quality standards.
- Cross-check data against source documents or databases to identify errors or discrepancies.
- Correct any inaccuracies or inconsistencies in the data before uploading.
- Prepare files for uploading, ensuring they are in the correct format and structure. Organize data into appropriate folders or categories if necessary.
- Use the designated software or platform to upload files and data.
- Ensure that files are uploaded to the correct locations or directories.
- Follow any security protocols or access controls in place to protect sensitive data.

- Maintain records of data verification activities, including any corrections made Keep track of file upload dates, times, and locations.
- Collaborate with relevant team members or stakeholders to coordinate data verification and file uploads.
- Communicate any data quality issues or concerns to the appropriate parties.
- Provide status updates on the progress of data verification and file uploads.
- Troubleshoot any technical issues that may arise during the upload process.
- Seek assistance or escalate problems when necessary to minimize downtime.
- Perform quality checks after uploading files to confirm that data is accessible and accurate. Address any post-upload issues promptly.

TECHNICAL SKILLS:

Programming : Java, python

Web Designing : Html, CSS

Database : MySQL,

PERSONAL SKILLS :

Team working

Quick learner

Creative thinking

LANGUAGES KNOWN:

Tamil (fluently)

English (communicate)

DECLARATION:

I solemnly declare that each and every particular piece of information stated above is written with utmost attention and honesty.

BABY C