

# A.SANDRO JUDITH

M.B.A / B.E

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Mettuthuru, Villivakkam, Chennai

## PROFILE

I am an efficient and confident manager with demonstrated experience of working in the administrative and marketing Department. My experienced helped me develop expert knowledge of the sales process and supply chain. I am highly motivated to continue learning and improving my craft.

## WORK EXPERIENCE

### Business Development Manager

IGO Agri Tech farms  
Nov-2022 - Present

- ✓ Handling sales calls and business development, responsible for helping organizations obtain better brand recognition and financial growth.
- ✓ Coordinate with company executives and sales & marketing professionals to review current market trends in order to propose new business ideas that can improve revenue margins.
- ✓ Preparing quotations and invoice ,designing catalog price list based on customer requirement as well as company development

### Administrative Manager

Vimanna labs india Pvt.Ltd  
(Agri.Drone sales & Service)  
April 2022- November

- ✓ Managing accounts and billing, invoice making works. Preparing documents and doing document related works and computer based works and drone assembly
- ✓ Designing catalog, price list, ad post like Facebook and Instagram etc.

### Administrative Manager

Aerial Drobotics Pvt. Ltd  
(Agri.Drone sales & Service)  
February 2021-March 2022

- ✓ Responsible for all management activities, handling multi tasking in various department Versatile professional with excellent organizational skills.Capable of managing multiple task simultaneously and meeting tight timelines.
- ✓ Preparing billing and invoicing, sales budgets and projections .
- ✓ Manages inventory tracking system to record deliveries, shipments and stock level

## EDUCATION

### M.B.A Finance and Accounting

Madras university -Chennai -pursuing

### B.E Agriculture (2016-2020)-86 %

Paavai Engineering College, Namakkal

### Higher Secondary (2016)-80%

Dalmia higher Secondary school,Dalmia puram

### SSLC (2014)-82%

Dalmia higher Secondary school,Dalmia puram

## SKILLS

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- ♦ Account Management
- ♦ Staff handling and Management
- ♦ Microsoft Excel, word, power point
- ♦ Billing, invoicing and quotation Making
- ♦ Designing (Canva, Photoshop)
- ♦ Tally
- ♦ SAP (FICO)

## AREA OF INTEREST

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- ♦ Agriculture Farming
- ♦ Inventory Management
- ♦ Content development
- ♦ Farm mechanization

## PROJECTS

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- ♦ Solar-powered multi-purpose farming vehicle - 2020
- ♦ Effect of different casing in Milky mushroom production - 2019
- ♦ Solar powered integrated insect trapper- 2019
- ♦ Dripso Aquaponics- 2018

## CERTIFICATES

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- ♦ Our project "**Solar powered integrated insect trapper**" to select one of the best projects from our department to submit to the event "**Indo-Taiwan Submit**".
- ♦ Complete one- day training program on **Mushroom Production** Technology at TNAU, Coimbatore
- ♦ Complete the industrial training at John deere Pvt. Ltd, attur.

## PERSONAL DETAILS

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Father' s Name	- M.Arockiya Raj
Date of Birth	- 04-08-1998
Marital Status	- Unmarried
Nationality	- Indian
Gender	- Female
Languages Known	- Tamil,English
Native	- 4/51,South Street Vadugarpet,Trichy-621651