

VISHALINI A

Saravanampatti, Coimbatore, Tamil Nadu
vishalinivichu836_p25@indeedemail.com
+91 84288 96115

Team player
Quick learner
Works well under pressure
Intrested in learning new subject
Having well experienced in basics of computer and Microsoft

Personal Details

Date of Birth: 1994-10-30
Eligible to work in: India
Highest Career Level: 5+ years experience
Industry: Administrative Assistance, Call Center, Customer Service, Marketing, Real Estate, Sales
Total years of experience: 8

Work Experience

Team Lead

Sura Housing - Coimbatore, Tamil Nadu
March 2022 to July 2023

Postings property on online portal
Leads allocation
Website updation
Handling inbound calls
Leads and site visit report prepration
Customer followup and Handling

Admin Executive

EC kitchen Appliances - Coimbatore, Tamil Nadu
April 2019 to February 2022

Customer followup and Handling
Machine demonstration
Machine Billing and E-way bill prepration
Salary prepration for staff and labour
Attendance maintenance
Petty cash handling
Handling company's current account

Sales Executive

other - Coimbatore, Tamil Nadu

September 2016 to September 2018

Customers followup
Customer handling
Monthly sales report preparation
Service billing
Cash handling
Warranty claiming for spare parts
Petty cash handling
AMC enrollment and renewal

Receptionist

NJTT LEGION AMALGAMATION - Coimbatore, Tamil Nadu

July 2015 to August 2016

Welcoming customers
Gate pass maintenance
Attendance maintenance
Dc maintenance

tellecaller

preethipromotrs - Coimbatore, Tamil Nadu

May 2014 to June 2015

Welcoming customers
Attendance maintenance
Inbound call maintenance

Education

Diploma in Computer Engineering

Swami Vivekananda matric higher secondary school - Coimbatore, Tamil Nadu

April 2010 to April 2014

Skills / IT Skills

- Sales (6 years)
- Telemarketing (3 years)
- Sales administration (2 years)
- Billing (3 years)