




 2 Years 6 Months  
 sramya0601@gmail.com  
 6372585165



## Key Skills

Telecalling

Communication Skills



## Technical Skills

Internet Browsing

Computer Operating

MS Office



## Personal Information

Date of Birth	6th January 2000
Gender	Female
Address	Laxminursingha Street 9th Lane, Haridakhandi, Brahmpur 760002
City	Brahmapur
Country	India
Marital Status	Single/Unmarried

# S Ramya Srinivas Rao

Customer Relationship Executive



## About Me

Experienced Telecaller Driving Customer Engagement and Sales Success



## Education

2018

**12th, CBSE, English, 60-64.9%**

2016

**10th, CBSE, English, 75-79.9%**



## Work Experience

2021 - 2022

Customer Relationship Executive  
**Gurudev Store**

### Key Result Area

#### Duties:

1. Handling Customers at the store.
2. Managing the stock & billing counter too
3. Calling customers regarding their product
4. Handling the Sales Counter too.

2022 - Present

Admission Cum Placement Counsellor  
**BSR Institute of Fire & Safety Engineering**

### Key Result Area

As a an Admission Counsellor, I am performing the below duties.

1. Dialing 50+ contacts daily for joining.
2. Explaining the course curriculum to candidates & their Parents
3. Completing the Admission process with collection of fees & providing receipts.
4. Updating the Candidate Database.
5. Daily report submitting to Institute Owner.
6. In Last 1 year made an admission of 60 candidates to different courses.