

Name: Priyadharshini Balan

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OBJECTIVES

In pursuit of a challenging and responsible position where I can use my expertise to meet the goals of the firm and advance my career.

PROFESSIONAL EXPERIENCE

Company: P dot G Construction Pvt. LTD., CHENNAI.

Designation: Sales Coordinator

Department: Sales & Marketing

Duration: January 2014 to December 2014, March 2016 to August 2016

Company: One Shot Post

Designation: HR Admin

Department: HR & Admin

Duration: August 2015 to February 2016

KEY DUTIES AND RESPONSIBILITIES

- ◆ Hands on approach and good in Microsoft Office – especially Excel, Power point and Word.
- ◆ Preparing & sending the MIS including Monthly Booking /Cancellation on a regular basis.
- ◆ Lead Management (assigning the leads through ERP Software).
- ◆ Interacting with customers/clients online.
- ◆ Annexure preparation (Flat Rate cards).
- ◆ Maintaining Forms (Reservations/Cancellations).
- ◆ Making plans for sales team transportation.
- ◆ Organizing the team attendance for each week.
- ◆ Preparation of claim statements (Petrol conveyance, Others).
- ◆ Updating leads in ERP and delivering product information to clients via email.
- ◆ Informing clients about ongoing, planned, and finished company projects.
- ◆ Understand the objectives of the company and act accordingly.

ACADEMIC DETAILS

B.E. in Electronics and Communication Engineering from Anna University, Chennai in 2013

ACADEMIC PROJECT

Title: COALITION-BASED APPROACH TO TASK ALLOCATION OF MULTIPLE ROBOTS WITH RESOURCE CONSTRAINTS

Place: ARM College of Engineering and Technology, Chennai (Affiliated to Anna University)

Duration: Six Months

IT SKILLS

- ◆ Microsoft Office Tools (Word, Excel, Power Point)
- ◆ Working knowledge of photo editing software such as GIMP.

Extra-Curricular Activities

- ◆ INPLANT TRAINING – Done at Chennai Port.
- ◆ INDUSTRIAL VISIT – Done at BSNL.

PERSONAL DETAILS

Date of Birth	: 07-07-1992
Languages Known	: English, Hindi, Tamil
Marital Status	: Married
Address	: 84, Bageshree Township 2, Kandla Airport Road, Varsamedi, Anjar, Kutch, Gujarat- 370110
Joining	: Immediate, preferably Work from Home.
Native	: Salem, Tamil Nadu