

CURRICULUM VITAE

E. Amulya
H.NO-1-7-719
Ramanagar,
Hyderabad

Email id:e.amulya15@gmail.com
Mobile: 90526 90911

CAREER OBJECTIVE:

To be part of an organization that allows me to explore and learn new concepts and undertake challenges in the future to exhibit and prove myself in a reputed organization like yours .Long term relationship and understanding with the company.

EDUCATIONAL QUALIFICATIONS:

- Degree from Dr. Ambedkar Open University.
- Intermediate from Sai Vignan Bharathi College.
- S.S.C from St. Pious x Girls High School.

WORK EXPERIENCE:

❖ Presently working in **Dream Valley Resorts As Sr. Inside Sales Executive**

From: April 2016 to till date.

Job Responsibilities:

- ✓ Doing confirmation for online bookings.
- ✓ And receiving incoming calls
- ✓ And replying mails to online booking
- ✓ And online chat.

❖ Working as Key Relation Manager **Reliance Life Insurance Company Ltd**

From: Jan 2015 to 1st April 2016

❖ Working as Computer Operator and Tele Caller **BAJAJ CAPITAL LTD**

From: Oct 2012 to Jan 2015.

Job Responsibilities:

- ✓ Making the call to customers and fixing the appointments.

- ❖ Worked as Computer Operator in Tele Caller **RELIGARE ENTERPRISES.**

From Jan, 2011 to Sep 2012

Job Responsibilities:

- ✓ Making the call to customers and fixing the appointments
- ✓ Taking joining formalities and Induction for the new entrants.
- ✓ Taking Care of Attendance & Leave Management.
- ✓ Maintain and updating of personal files.
- ✓ Responsible for providing all the facilities to new employees.
- ✓ Maintain harmonious relationship with employees.
- ✓ Responsible for travel and transport of the employees in corporate.
- ✓ Procurement and Inventory management. Managing day to day purchases of office requirements, preparing purchase request order and getting approval, Maintaining inventory of stationary, Medicines, etc. and maintained the record the same.

- ❖ Worked as Computer Operator and Tele Caller **INDIAINFOLINE PVT LTD**

From Aug, 2008 to Oct 2009

Job Responsibilities:

- ✓ Making the call to customers and fixing the appointments.
- ✓ Maintaining calling records etc.
- ✓ Answer the incoming calls.

Computer Skill:

Operating System	: Windows NT
MS-Office	: MS-Word, MS-Excel
Languages Known	: English, Hindi, and Telugu.

PERSONAL DETAILS:

Name : E. Amulya

Father's Name : E. Chakrapani

Date of Birth : 17-10-1988

Native Place : Hyderabad

Religion : Hindu

Marital Status : married

Nationality : Indian

In view of the above, I request you to be kind enough to give an opportunity to serve your esteemed Organization / Institution in the capacity mentioned above, for which act of kindness, I shall be very thankful & grateful to you.

PLACE: HYDERABAD

DATE:

(E. AMULYA)