

VANITHA

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OBJECTIVE:

To pursue a responsible position in dynamic and ever growing Industries which can give me a chance to explore my interpersonal skills and deliver my best with commitment excellence.

EDUCATIONAL QUALIFICATIONS:

- **Diploma in Electronics and communication** completed in **Prasanna Polytechnic Ujre** Year of passing **2010**, with an aggregate of **74 %**.
- **PUC in PCMB science from Vani PU collage** under in the year **2007**, with the score of **50.5%**.
- **SSLC** passed out from **Kayarthadka High School** under in the year **2005**, with the score of **68.3%**.

KEY SKILLS:

- Networking **layer 2 (Data link Layer) & layer 3 (Network layer)** concepts.
- Good understanding of **static routing & dynamic routing, switches, modems, converters, multiplexers**.
- Cisco IOS commands, router & switch configurations, common networking protocols and techniques.
- Protocols like **DHCP, TELNET, STP, RIP V2, OSPF, and EIGRP**.
- Technologies like **Ethernet, TCP and LAN**.
- Tools like **HyperTerminal** and **3CDAEMON**.

WORK EXPERIENCE:

- **Testing Engineer (Feb 2012- July 2015)** Worked as a Testing Engineer in **Mrotek Pvt ltd** for 3.5 yrs.

Job Responsibility:

- Liable for performance and Conformance testing of manufactured product of the company.
- Responsible for communication protocols, configuration & integration.
- Administering troubleshooting of the manufactured networking telecom products of the company.
- Network connectivity troubleshooting, ping and telnet.
- Investigating, diagnosing & resolve all network problems.
- Handling complete product testing and functional testing.
- Cisco & MRO switch configuration in particular VLAN configuration/troubleshooting.
- Forming the network topologies as per the customer requirement.

- **Business Development Executive (September 2016 – April 2018)** Worked as a Business Development Executive in **Supreme Solar Project Pvt Ltd** for 1.7 yrs.

Job Responsibility:

Three primary responsibilities:

- Identifying new sales leads
- Pitching products and/or services
- Maintaining fruitful relationships with existing customers

Generating leads, day-to-day duties

- Researching organizations and individuals online to identify new leads and potential new markets
- Researching the needs of other companies and learning who makes decisions about purchasing
- Contacting potential clients via email or phone to establish rapport and set up meetings
- Planning and overseeing new marketing initiatives
- Attending conferences, meetings, and industry events

The challenge of actually selling, other duties:

- Preparing PowerPoint presentations and sales displays
- Contacting clients to inform them about new developments in the company's products
- Developing quotes and proposals
- Negotiating and renegotiating by phone, email, and in person

- **Sales Coordinator (July 2018 –)** working as a Sales Coordinator in **Wave Work** from 2 July 2018.

Job Responsibility:

- Managing all the sales related activity of the company
- Ordering and ensuring the delivery of goods to customers
- Supporting the field sales team
- Responding to sales queries via phone & e-mail
- Answered calls for Sales, logged messages and/or transferred calls to the appropriate person in an efficient manner
- Serviced existing key accounts with follow-up calls and file maintenance, communicate group/client needs in meetings
- Established superior working relationships with customers, field service technicians, and sales staff through telephone and email contact
- Reviewed requisitions, created quotations, and managed a backlog
- Discussed and resolved issues regarding delayed delivery dates. Returned damaged or incorrect items, and processed necessary paperwork for credit

- Resolved payment issues
- Making follow-up calls to confirm sales orders or delivery dates

PERSONAL PROFILE:

Name : Vanitha
Father's Name : Babu Gowda
Sex : Female
Nationality : Indian
Date of Birth : 21-09-1989
Language Known : English, Hindi, Kannada, Tulu

Declaration:

I hereby declare that all the details given above are true to the best of my knowledge and belief.

Place: Bangalore

Date:

Yours Faithfully

(Vanitha)