

G. Jayasri
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Objective:

A position with major responsibilities that will effectively utilize my communication, leadership, and organizational skills.

Work Experience:

- 1. Company Name: - Innova Telecom Pvt.Ltd (Jabra Connect India Pvt.Ltd.)**
Designation: - Sales Coordinator
Duration: - 12th Mar 2014 – 26th June 2018
Process: - Sales Coordinator and Admin Executive

Responsibilities:

- Sharing Quotations and follow up, receiving orders and loading in TR (Internal Software).
- Handling the Logistics part Such as arranging the delivery, tracking shipment, POD uploading to CRM, Invoice submission for Payment process.
- E mail Follow up to clients for payment closure.
- Helping the sales team to improve their productivity by contacting clients to arrange appointments.
- Handling urgent calls, emails, and messages when sales representatives are unavailable, answering client queries, informing them of delays.
- Handling clients by phone, email, or mail.
- Responding to and coordinating all internal meeting requests
- Making the company's products and services as attractive to potential customers as possible.
- Preparing Monthly & Quarterly pipeline Forecast and sharing to Managers Level
- Preparing Daily Attendance reconciliation and Other Administration works.
- Ensuring adherence to laws, regulations, and policies.
- Doing HR related works first round interview conduction, joining and relieving formalities for HYD location.

- 2. Company Name: - Jabra Connect India Pvt Ltd**
Designation: - Learning and Development Executive
Duration: - 14th Mar 2021 to June 2023
Process: - Learning and development

Responsibilities:

- Pre -Event Administration and Support Including sending Invitations, Joining Instructions, Making Changes to events, informing relevant parties of participation

requirements or asking needs, Securing delivery resources (trainer, materials etc.) support.

- Post-Event administration, Including sending feedback request, gathering feedback response and creating reports, providing post-course learner support collecting trainer feedback.
- Maintaining employee training records and assignment submissions and sharing to management.
- Maintaining two Learning Management Systems Yellow Hub and Jabra Eloomi contains technical modules to provide the sales and product related knowledge for the sales and tele sales team .
- Generating L&D, MIS reports for various stakeholders: Attendance, Feedback, adoption, utilization, completion, compliance, satisfaction.
- Uploading and maintaining content and sharing to the management, spreading company policies to employees.
- Handling attendance reports, maintaining internal database, expense reports.
- Doing HR related works first round interview conduction, joining and relieving formalities.

Professional Achievements

- Won Award Star Performer of the year 2022-2023.
- Won Spot incentive for the month of May 2022.

Major Strengths:

- Leadership skills
- Analytical skills
- Excel functions & Formulas.
- Presentation skills
- Languages (English, Hindi, Telugu)

Education Qualification:

- Master's in Business Administration (M.B.A) with Finance Specialization from Anurag group of institutions, JNTU Hyderabad, in 2013 with an aggregate of 75%.
- Bachelor of Commerce (B. Com) from Viswabharathi Degree College, Acharya Nagarjuna University in 2011 with an aggregate of 67%.
- C.E.C from Viswabharathi Junior College, Board of Intermediate Education with an aggregate of 88%.

- S.S.C from Sri Venkateshwara Vidyaniketan, Board of secondary Education with an aggregate of 83%.
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Professional Education:

- Knowledge of Computers (Advance Excel & MS Office)
- Looker studio Certification from Skill Nation.

Personal Data:

Date of Birth: 12th Aug 1991

Marital status: Married

Hobbies and interests:

Playing shuttle, browsing internet, watching News

Name: - Jayasri G
Hyderabad