

## MARY DAINISHYA

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I am seeking an opportunity to merge my experience and enthusiasm to add value, both to the organization and myself. I am at expanding my horizons and developing skills in the field of project management and working in a dynamic environment that will provide opportunities for my growth and help me realize my true potential.

### ***EXPERIENCE***

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❖ **Business Development Associate in TechBound Innovations Pvt Ltd (Nov 2022 to Feb 2023)**

- Lead Generation
- Inbound and Outbound Calls for marketing
- Enter the data on the website as per the update from the client.
- Follow up with the existing client for the new project details
- Taking appointments for business meetings.

❖ **Business Development Manager in Alphabet Solutionz (Oct 2021 to Feb 2022)**

- Lead generation.
- Promote the company's products/services addressing or predicting the client's objectives.
- Arrange business meetings with prospective clients.
- Provide trustworthy feedback and after-sales support.
- Follow up with the existing client for the new project details.

❖ **Business Development Executive in Enffie Technologies Pvt ltd (July 2020 to Aug 2021)**

- Develop sales opportunities by researching and identifying potential accounts.
- Handle inbound, unsolicited prospect calls and convert them into sales.
- Make outbound follow-up calls to existing clients via telephone and email cross-sell and up-sell.
- Create and deliver qualified opportunities to other team members.
- Follow up the existing clients for the business.

❖ **Accountant in Perfect It Infocom (May 2019 to June 2020)**

- Accounting.
- Telesales.
- Answer phones and route calls to appropriate persons.
- Frequently check office supply stock, and reorder supplies when needed.
- Perform various clerical tasks (filing papers, organizing supplies, etc.).
- Welcome clients and visitors to the office and assist them as needed.
- Required to connect with potential candidates online and offline for current open roles

❖ **Office Assistant Cum HR in Tata Aia Life (January 2017 to September 2018)**

- Fixing appointments for the business from clients.
- Giving ads for the recruitments and scheduling the interviews
- Business and Application logins.
- Finishing the paperwork for the business
- Expert in taking orders from seniors and giving valuable suggestions.

***EDUCATION***

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<b>B.TECH\IT</b> ST.XAVIER'S CATHOLIC COLLEGE OF ENGINEERING	NAGERCOIL, India	April 2016
<b>HIGHER SECONDARY</b> St. Thomas higher secondary school	Trivandrum, India	March 2012
<b>SENIOR SECONDARY</b> St.philomena's girl's high school	Trivandrum, India	March 2008

***COMPUTER KNOWLEDGE***

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Programming Languages	HTML, C/C++, PHP (basics), Python (basics)
Operating Systems	WindowsXPProfessional,Win7, 8 &10
Database	Oracle, MYSQL
Software	Microsoft Office, Ubuntu

***CERTIFICATION***

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- Workshop on Android on Step 2013
  - Participated in student transition & elevation partnership (STEP) 2013 & 15.

- Participated in competency development program org by IEEE Young professional program madras section in 10/3/2015.
- Participated in Nagercoil hub congress on 05/05/2015.
- Master in con 2014-15.
- PHP with SQL by ICT Academy of TN.
- Oracle database 10g: program with PL/SQL.
- Computer instructors training course (CITC) at Kerala University.

***Declaration***

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I hear by solemnly declare that all the information bestowed above is true to the best of my knowledge

**Place: -**

**YOURS FAITHFULLY**

**Date: -**

**(Mary Dainishya)**