

SUMMARY

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential

PROFESSIONAL EXPERIENCE

VMS Analyst

Dec '21 - Present

Randstad offshore services Pvt Ltd

Hyderabad

- Gathering job related information from VMS portals and posting that information into Application tracking systems
- Spearheaded the updating job related notifications real-time in the internal ATS from VMS portals
- Present submissions in the client VMS portals as per account specifications
- I was responsible for calculating bill/pay rates and update as per client markups
- Executing quality check of the profiles before submitting in client portals
- Interact with various account managers and ensure proper communications across all assigned accounts
- Renew the job status in Application tracking systems as per the client requirement

Pre-sales Associate

Feb '21 - Dec '21

Byju's - Think and Learn Pvt Ltd

Bangalore

- Prospect customer approach through calling by means of required data provided
- Making customer aware of product and knowing their requirement and needs and gaining data for post sales Taking appointment by fixing time slots for individual customers for effective time utilization
- Meeting the customers on time and taking them a counseling session for the academic guidance for the students
- Suggesting the reliable courses as per the customer requirement
- Completing the sales process by financial partners and their needful process
- Post sales confirmation and maintaining good relations with customers for future referrals

Corporate HR

Nov '18 - Feb '21

Tech Mahindra Pvt Ltd

Hyderabad

- Build new policies and procedures for employee benefits
- Coordinating the work with business HR's in the project recruiting and sourcing of new employees
- Helped in team allotment and Counseled for getting new projects
- Resolving the employee issues and providing solutions HR Metrics usage for monitoring and reporting
- Enabled employee meets and Initiated awareness programs about new policies

Sr Customer Service Executive

Jun '17 - Oct '18

Tech Mahindra Pvt Ltd

Hyderabad

- Engineered in troubleshoot problems and see them through to resolution
- Escalate unresolved issues to the appropriate internal team members collect prompt and accurate feedback from customers

EDUCATION

Bachelor of Pharmacy

Jun '12 - May '16

Mohammadiya Institute of Pharmacy

Khammam

Kakatiya University

GPA : 7.5 / 10

KEY SKILLS

MS Office Data Analysis
Effective Communication Skills
VMS Tools Like Fieldglass, IQN, Beeline

