

**ADMINISTRATIVE  
EXECUTIVE/ CRM**

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**At PRESENT IM WORKING WITH NOBLE GROUPS OF COMPANIES AS A BUSINESS  
DEVELOPMENT EXECUTIVE .---WORK PROFILE-** ASSIGNMENT OF QUOTATION -FOLLOW UP -PRICE  
NEGOTIATION ,CLOSING THE ORDER-TENDERS COATING , CONTRACT OF TENDERS,

**WORK -EXPERIENCE @ACE ENGINEERING ACADEMY C/O FROST INTERACTIVE SERVICE FROM 2016  
TO 2022**

- Assist the Regional Administration Manager in reporting, both informally and by way of regular (monthly/quarterly) formal written report, on the performance and compliant status of the Branch Administration, Operations and risk control activities to the Head Working in partnership with Senior Associate Provost and others.
- Acts as liaison between director/chair and sensitive, confidential or high-profile contacts outside of the department. Plans and coordinates special events such as fund-raisers, conferences, lectures and/or seminars. Develops promotional materials. Negotiates with vendors for sites, facilities, guest accommodations and meals, and other goods and services
- Conducting thorough supervisory reviews of account transactions including Risk Management System (RMS), End Of Day (EOD)
- Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university public safety department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff
- Adept in developing positive working relationship with faculty, administrative and co-workers to achieve desired goals; coordinating with academic advisors to help students in making career choices based on their academic majors; researching and analyzing current employment trends in various industries Dept in educating students on resume building, interview skills, and professionalism; conducting mock interviews and job search workshops for students; conducting career awareness events and jobfairs for students; executing outreach programs to promote career services among students Skilled in providing professional referral services for any student requiring extended treatment for social, personal or psychiatric problems; taking on a leadership role for career counseling projects, under supervision of a career services manager; assisting in the development and delivery of career/life education and outreach and service programs

**HAND GROUP EXPERIENCE @ ST JOSEPH FIRE AND SAFETY C/O RELIANCE FIRE AND SAFETY FROM  
2012 TO 2015**

- Managing and Developing People
- Working in Partnership .
- Effectively organize, manage, track and complete multiple detailed tasks and assignments with frequently changing priorities and deadlines in a fast-paced work environment
- Establish and communicate clear directions and priorities
- Project a professional and pleasant appearance and demeanor to work with clients; utilize tact and diplomacy in dealing with customers in a deadline-driven environment
- Assists Complex Manager with controlling expenses and operating at peak efficiencies
- Handle stressful situations and lead others in providing a high level of customer service in a calm and professional manner, constantly projecting a Service 1st attitude.
- ASSIGNMENT OF QUOTATION TENDERS COATING , CONTRACT OF TENDERS WITH MNC COMPANIES , PLACEMENT AND RECRUITMENT OF STAFF IN MNC COMPANIES

## **WORK EXPERIENCE AS ADMINISTRATIVE EXECUTIVE @ PACE COMPUTERS EDUCATION FROM 2008 TO 2012.**

- Process requisitions for new hires, and performs other HR-related tasks, e.g., hiring, terminations, performance management.

Develop job descriptions for staff positions, helps identify and interview candidates, and makes recommendations for hire

- Prioritizes, assigns and directs work efforts, establishing and ensuring high levels of customer satisfaction, financial compliance, and office support
- Prioritize and direct work efforts, providing guidance and direction. Conflict resolution
- Provide support for training and development of staff
- Direct supervision of approximately 8-10 administrative staff, including performance evaluation, staff hiring and development
- Oversee staff workload and responsibilities; create coverage plans, etc

### **EDUCATION:**

**MBA IN BUSINESS ADMINISTRATION**

**B.SC -BACHELOR'S OF SCIENCE**

### **SKILLS**

- Detailed knowledge of the policies and procedures of a professional services firm
- Excellent verbal and written communication skills and ability to handle confidential information
- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Ability to work as a member of a team, as well as the ability to work independently and exercise decision-making skills
- Strong, demonstrable relationship and stakeholder management skills
- Sound business judgement and an ability to operate within a highly collaborative, humanistic environment
- Ability to deliver high quality work, against multiple priorities, often under time-pressure
- Strong computer skills including proficiency with Microsoft Word, Excel, PowerPoint, Access, Outlook, and web-browsers
- Strong working knowledge of MS Office Suite & the Internet
- Excellent customer service and organizational skills strong interpersonal, verbal and written communication skill.

