****R. Pratyusha****

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**Mobile: +91-9985000850**

**CAREER OBJECTIVE:**

**To work in an organization where I get an opportunity to utilize my talent and administrative skills in the field of Executive sales Assistant & Admin and also implement my creative ideas in an organization where there is an ample scope and growth for organization as well as individual development.**

**PERSONAL STRENGTH:**

**Self-motivated creative in Secretarial profession. More than Seven years of experience, I execute my duties with great sense of responsibilities and always expect to make a positive contribution and prove myself an asset to the organization.**

**ACADEMIC DETAILS:**

|  |  |
| --- | --- |
| **Degree/Examination** | **Year of Passing** |
| **B.SC** | **2007** |
| **Intermediate (M.P.C)** | **2004** |
| **SSC** | **2002** |

**COMPUTER PROFICIENCY:**

* **Operating systems : Win 98 /2000/XP/Vista/WIN7.**
* **Packages : Office 2000/2003/2007/2010.**

**WORK EXPERIENCE:**

* **Organization : ARENA ANIMATION (RAJASHREE MULTIMEDIA PVT LTD)**
* **Designation : Sr.Academic counselor - Marketing.**
* **Duration : MARCH 2021 – PRESENT**

**JOB RESPONSIBILITIES:**

* **Provide training for Telecallers AND Jr.Counselors.**
* **Handling APTRACK for Enrollments and collections.**
* **Counselling the students and parents for admissions through phone and direct walk IN .**
* **Collect the fees and provide all Invoices data base to Account departments.**
* **Scheduling the batches for Students based on course wise.**
* **Providing the job assistance from different companies.**
* **Maintaining confidential Data base**
* **Maintaining daily Reports.**
* **Maintaining student Data.**
* **Updating all leads in CRM.**
* **Promotional campaign.**
* **When required arranging Events for Company.**
* **Local Purchase of Stationary & Other Items as per requirement.**
* **Handling Petty cash for Office use when required.**
* **Organization : DIGIQUEST ACADEMY**
* **Designation : Tele counselor - Marketing.**
* **Duration : April ‘2015 – Jan ‘2016**

**JOB RESPONSIBILITIES:**

* **Maintain confidential database.**
* **Maintaining daily Reports.**
* **Maintaining student Data.**
* **Counseling the students and parents for admission.**
* **Updating all leads in CRM.**
* **Promotional campaign.**
* **When required arranging Events for Company.**
* **Local Purchase of Stationary & Other Items as per requirement.**
* **Handling Petty cash for Office use when required.**

**WORK EXPERIENCE:**

**\* Organization : B2B software Technologies (Microsoft Gold Certified partner)**

**\* Designation : Telesales Representative (ERP Sales)**

**\* Duration : Dec ‘2013 – June 2014**

**JOB RESPONSIBILITIES:**

* **Telecalling about Microsoft ERP on the database provided by superior and generating the database.**
* **Need to follow up the existing clients update in CRM daily reports.**
* **Daily and weekly reports update in CRM and Excel sheets**
* **Need to give the presentations to the clients about MS dynamics ERP product.**
* **Lead generation would be the core responsibility through email/ phone**
* **Rapport building with existing clients to get repetitive business**
* **Imparting sales support in terms of making quotes ,mailing communication to superior as required by him.**

**WORK EXPERIENCE:**

* **Organization : Stellar information system LTD ( Data Recovery)**
* **Designation : Executive Telcalling and Admin**
* **Duration : June 2011 to Nov ‘2013**

**JOB RESPONSIBILITIES:**

* **Telecalling on the data base provided by superior and generating the data base from Google for DRS pitch for identifying a Suspect and an appointment with the superior.**
* **Follow up with contacted clients on phone or by sending email or other necessary E collateral s as deemed necessary from time to time**
* **Daily reporting to superior in the prescribed format provided and Maintain proper reports for ISO audit.**
* **Daily reporting to superior in the prescribed format provided and Maintain proper reports ISO audit.**
* **All communication with the client on basis of Knowledge base.**
* **Maintenance of Daily reports.**
* **Regular maintain touch with existing clients and Escalate all client issues to**
* **BM for effective damage control.**
* **Lead generation would be the core responsibility through email- phone.**
* **Rapport building with existing clients to get repetitive business.**
* **Imparting sales support in terms of making quotes, mailing communication to superior as required by him**
* **Telecalling for special campaigns a introduced from time to time and creating**
* **Handling branch coordination and payment follow ups.**
* **80 calls per day and fix 4 appointment s for our superior daily and attending monthly meetings with main companies ( like Genpact and Microsoft).**

****STRENGTHS****

* **Patience beyond and desired mark, can work for long hours effortlessly.**
* **Having good correspondence,**
* **Communication skill in professional manner.**
* **Versatile personality with exposure to the present-day organizational Management.**
* **Willing to take extra responsibilities to get work done efficiently.**
* **Quick study enjoys new challenges and accepts changes.**
* **Quick learner**
* **Honest & reliable with team spirit**

**PERSONAL DETAILS:**

**Husband Name : Prasad**

**Marital Status : Married**

**Nationality : Indian**

**Languages Known : English, Telugu and Hindi References : Available upon request.**

# ****Date:****

**Place: Hyderabad. (Pratyusha Choudary)**