

**MONICA K**

Hyderabad

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## **CAREER OBJECTIVE**

A challenging career which favors learning, creativity, and provides exposure to new ideas and that prompt personal and professional growth along with the organization.

## **CAREER SUMMARY**

### ***Kreative House***

TEAM LEAD-BUSINESS DEVELOPMENT	March-2014 - present
TEAM LEAD- TELE- MARKETING DEPARTMENT	November-2013-February 2014
TELE MARKETING EXECUTIVE	August 2013 - October 2013

Responsible for developing and maintaining commercially productive relationships with both new and old clients. Also in charge of identifying every sales lead and of making the most out of every opportunity to increase revenue and profitability.

### ***Key responsibilities handled***

- Promoting the company brand to key buyer, via Digital marketing skills (Facebook, Email Marketing, Twitter, YouTube. Etc...)
- Generating the new business both in face to face meetings and over the phone
- Writing up concise, value-based sales proposals.
- Replying to all the customer enquiries in a timely and accurate manner.
- Collecting and maintain the daily and weekly reports from the tele-callers and BDE's
- Developing and maintaining the database of all contacts.

- Used to handle HR activities like Recruitments, posting the job vacancies in various job portals and lining up the candidates for interview.

## **TECHNICAL SKILLS**

- MS office, c
- Digital Marketing-email marketing, facebook campaigning, LinkedIn etc

## **ACADEMIC QUALIFICATION**

- Bachelor of Technology (B.Tech) in Electronics and Communication Engineering
- Diploma in Electronics and Communication Engineering
- SSC

## **PERSONAL DETAILS**

- DOB- 09/07/1991
- Languages Known- English, Telugu, Hindi

## **REFERENCES**

Available on request

Monica K