

# INDHUJA MUTHUSAMY

## OBJECTIVE

To pursue a job in an environment that utilizes my knowledge and skills, facilitates learning and rewards me suitably for the positive contribution to the organization.

## EXPERIENCE

### Full time employee (Oct 2023 – Present)

**Knest manufacturing Pvt Ltd - Bengaluru**  
**Sales Coordinator**

- Manages employees daily operations and performance.
- Designs sales strategies and processes.
- Generates reports regarding the status of the department.
- Maintains files systems and database of sales records.
- Work closely with designers, clients, and stakeholders to ensure project requirements are met.
- Provide guidance and support to the design team throughout the project lifecycle.
- Prepare and present project updates and reports to clients and stakeholders.
- Conduct regular project meetings to review progress and address any issues.
- Collaborate with other departments to ensure seamless project execution.
- Manages departmental budgets.
- Responds to client concerns.
- Maintains customer relations and satisfaction.
- Maintain accurate project documentation and records.
- Oversee the entire design process, including concept development, design execution, and final delivery.

### Full time employee (Nov 2021 – May 2023)

**BYJUS – Bengaluru**

**Pre Sales Associate (PSA)**

- Deepens industry knowledge and understanding of the firm's clientele
- Formulates and executes sales, marketing, and product development strategies.
- Oversees progress of the company's strategic initiatives
- Liaises with key partners to assess satisfaction and requirements
- Builds and maintains client databases using CRM tools.
- Identifies new strategic partners and attractive business ventures.
- Assists business development managers in closing and finalizing deals.
- Cold calling min 100+ on Daily Basis.

## ACHIVEMENTS

- **Knest Excellence Award & Knest successfully Organizing IDAC EVENT** from May- 2024 & Dec - 2024 from Sales for my zeal and determination to learn and perform exceeding the expectation.
- Received **Academic Excellence Award (Gold Medal)** for Department Toppers from Kongu Welfare Trust during the year 2018 and 2019.
- Presented a paper on Evaluation of Road safety on national highway – Review paper at **International Conference ICON 2021** conducted by SONA College of Engineering.

## PROJECT

Presented a project on **Evaluation of Road Safety on National Highway – Review paper (2021)** at Kongu Engineering College.

## CONTACT

🏠 Erode, Tamilnadu. India 630008.  
☎ 91+ 9790254641  
✉ [indhuban@gmail.com](mailto:indhuban@gmail.com)

## SKILLS

- CRM Tools - ERP
- Microsoft Excel & Microsoft
- Presentation Skills
- Problem solving
- Creativity
- Communication Skills
- Quick Learner
- Team work
- Ability to adapt multitask
- Auto CADD
- STAAD Pro

## LANGUAGES

English, Tamil, Hindi.

## CERTIFICATES

- Drinking water Treatment – Implant training
- Construction of Residential Building – Implant training
- Ground water Improvement - Training Workshop
- Solid Waste Management – Research Paper Submission

## EDUCATION

### B.E, CIVIL, 2021

Kongu Engineering College  
(Autonomous), Karnataka  
CGPA: 9.08

### PUC 12<sup>th</sup> Science & Maths, 2017

Christhu Jyothi Matriculation School  
(Convent), Tamil Nadu.  
Percentage : 90%

### SSLC 10<sup>th</sup>, 2015

Christhu Jyothi Matriculation School  
(Convent), Tamil Nadu.  
Percentage : 95%

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## EXTRACURRICULAR ACTIVITY

- Participated in State Level Chess Competition.
- Volunteered at National Service Scheme Camp.
- Active member of Indian Geotechnical Society.
- Organized Cultural Event as Enthusia

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## HOBBIES & INTERESTS

- Reading
- Chess
- Travelling
- Gardening

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## PERSONAL DETAILS

- DOB – 04/01/2000
- Age – 24
- Gender – Female
- Nationality – Indian
- Status – Single
- Father's name – Muthusamy .T
- Mother's name – Saratha mani .M (Home maker)

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## DECLARATION

I hereby declare that the above mentioned information is true to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.