#### MRS.PADMA RAO

# OBJECTIVE:

To be a part of dynamic organization, where I can contribute in the growth of the intellectual wealth, where my learning and inherent talents may be utilized to the fullest towards the growth of the Company. If given an opportunity in your valued organization can prove myself with confidence.

# PROFESSIONAL ATTRIBUTES:

A Science Graduate from Osmania University (Hyderabad), A dedicated and motivated professional in Business Development. A versatile and solution oriented person with motivation to meet deadlines.

A confident communicator with well-developed, customer care skills and strong interpersonal skills. An outstanding team leader..

Fast learner with proven ability to develop key skills and adapt easily to new work situations and a very confident personality.

Enjoys working as a part of the team in busy and challenging environment requiring energy, dedication and commitment.

**EXPERIENCE: 16 Yrs.**

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| **Organization** | **Post** | **Period** |
| S3 Logistiks | Credit Controller | Dec 2018 – Till date |
| Deep Kamal Printing & Packaging Pvt.Ltd. | Chief Coordinator Customer Care & Planning. | Feb 2016 – Dec 2018 |
| Apex Engineering Solutions & Services Pvt.Ltd.  Authorized Dealer For Carrier Air-conditioning and Refrigeration Ltd.Nasik | Manager – Administration. | Nov 2006 – Dec 2015 |
| Vighneshwar Air-conditioning Pvt Ltd. Authorized Dealer For Blue Star Ltd.Nasik | Administration. | Jan 2003 – Oct 2006. |

# AREAS OF WORK EXPERIENCE:

**Office Administration.**

1. Manage the repair and maintenance of computer and office equipment.
2. Manage the filing, storage and security of documents.
3. Respond to inquiries.
4. Maintain the leave management system, insurance coverage’s etc.
5. Establish and maintain supplier accounts.
6. Ensure transactions are properly recorded and entered.
7. Manage distribution of utilities bills and their payments.
8. Responsible in the recruitment of staff and / or contractors etc.
9. Instructing employees in work methods and procedures.
10. Develop working relationships with staff and management at all levels.

**Co-ordination.**

1. Ensure clients feel supported, which includes being quickly updated, having questions promptly answered, and having technical challenges resolved efficiently.
2. Anticipate the needs of clients.
3. Willing to do, learn, or ask anything to help our clients reach their goals.
4. Flexible and able to manage a challenging multi-tasked workload with ease
5. Preparing Project work plans and resource estimates (e.g. manpower, equipments etc)
6. Monitoring project expenditures and schedules against approved budgets and work plans, and forecasting expenditures and updating management with the same.
7. Preparing and presenting project status reports.
8. Providing appropriate communication and coordination of the activities of users, team staff, technical support staff, and other teams working on related systems projects.
9. Assigning work to ensure continuity of work flow.
10. Coordinating work with all departments.
11. Coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies
12. Negotiate with suppliers for material quality and prices as per industry standards

**Sales, Marketing.**

1. Handling sales phone calls and e-mails.
2. Assisting with promotional events.
3. Utilising social networking opportunities to facilitate sales and increase brand awareness.
4. Communicating with clients prior to their course and recording all correspondence.
5. Ability to work independently and as team leader.
6. To build a database of clientele and increase the exposure of the brand. To ensure that the database is updated regularly.
7. Personally visiting the client incase of any information related to the product.

**Billing, Reconciliation.**

1. Preparing of supply material invoices as per delivery details and installation invoices as per installed quantity.
2. Reconciliation of purchase orders as per billing status.
3. Regular upgrading of the billing system and reconciling the projects.
4. Handing over of projects with complete documentation as per industry standards.

**Payment follow-up.**

1. Phone follow-up with clients for the outstanding payment.
2. Updating debtor’s outstanding statement as per receipts of payments.
3. Sending emails of updated accounts statements to clients.
4. Sending time to time reminders incase of long delay in payments.
5. If required visiting the client for further procedures.

**Technology Stack:** MS-Office, Proficiency in Excel, Tally accounting, Internet, Basic knowledge of SAP system etc.

## CONTRIBUTION:

As a team leader, coordinator, administration responsibility.

Understanding the requirements of the job and preparing for the same.

Co-ordination with team and clients.

## CAPABILITIES:

Speak and write Fluent English, Hindi, Telugu and Marathi.

As a Team leader Managing and Supervising day to day activities.

**Interests:** Reading books, Practicing Yoga, Interacting with people, Travelling, Cooking,

Social work, Meditation.

**EDUCATIONAL QUALIFICATIONS:**

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| **Degree** | **University** | **Year of Passing** | **Medium** |
| BSc (Biology) | Osmania University, Hyderabad. | 1990 | English |
| HSC | St. Wesley Girls College, Secunderabad. | 1986 | English |
| SSC | St. Anne’s Convent High School, Hyderabad. | 1984 | English |

PERSONAL DETAILS-

NAME : - Padma Rao.

Date of Birth : - 02/12/1968.

Present Address : - Flat No.802, D wing, Hari Om Residency.

Indiranagar, Nashik.

Sex : - Female.

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Marital status : - Married.