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| Saritha S  Balaramapuram, Thiruvananthapuram·+91 9847251021,0471 2407380  saritvpm@gmail.com |
| My objective is to achieve a managerial position in Sales and Marketing wherein education, experience and skills can be efficiently utilized to increase the sales volume and profitability of the firm. |

# 2019 - 2020

# admission co ordinator, NOORUL ISLAM UNIVERSITy & NIMS

* Managing the all university admissions.

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| 2017 – 2019 **DIGITAL MARKETING MANAGER**,NETWORKZ SYSTEMS   * Overseeing the social media strategy for the company. * Managing online brand and product campaigns to raise brand awareness. * Overseeing the social media strategy for the company. * Managing online brand and product campaigns to raise brand awareness. * Overseeing the social media strategy for the company. * Managing online brand and product campaigns to raise brand awareness. |
| 2015 – 2017manager-sales, cadd centre  * Leading sales teams to achieve sales objectives. * Identifying potential customers in the market. * Comparing courses and their substitutes based on a range of criteria. * Managing the firm’s sales budget and costs – Estimating costs involved.  2013 – 2015team leader, cadd centre  * Leading sales teams to achieve sales objectives. * Identifying potential customers in the market. * Trained associates on daily operations, and created business models * Creating an inspiring team environment with an open communication culture. * Setting clear team goals. * Delegating tasks and set deadlines for your internal team.  2010 – 2013customer relationship officer, cadd centre  * Ensure outstanding customer satisfaction by maintaining strong working relationships. * Identifying potential customers in the market. * Make sales calls to potential customers. * Maintain complete and accurate customer correspondence data. |

# Education

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| may2010m.sc computer science, university college, kariyavattom |
| may2008b.sc physics, govt. college for women, vazhuthacadumay2005higher secondary, Govt. Higher Secondary School for Girls Cottonhillmay2002sslc, Govt. Higher Secondary School for Girls Cottonhill |

# Skills

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| * **Analytical** Ability * Understanding the buyer * Active **Listening** & Responsiveness * Concise communications | * Service Orientation * **Planning** and Organizing * Business Acumen * **Leadership** |

# personal profile

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| Name | : Saritha S |
| Husband’s Name | : Lekshmikanth |
| Nationality  DOB | : Indian  :25/05/1987 |
| Email | : saritvp@gmail.com |
| Phone | : +91 9847251021 |
| Notice Period | : 15 Days |

# declaration

I hereby declare that the above mentioned information are correct up to my knowledge and I bear the responsibility of the correctness of the above mentioned particulars.

Saritha S.