

Resume'

Sobhana K

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OBJECTIVE

SYNOPSIS

A result-oriented, with experience of over 2 years in Office Management, Customer Relationship Management, People Management. I define myself as a confident, creative and as a person who constantly looks forward for improvisation. Dedication and determination is my policy towards work. Provided an opportunity I promise I would work with absolute sincerity and give my best towards duties.

ACADEMIC DETAILS

| COURSE | COLLEGE | YEAR | CLASS | PERCENTAGE |
|------------------|--|---------|-----------------|------------|
| BSc BioTech | S.K.S.C Degree College. Proddutur. A.P. | 2005-08 | 2 nd | 58% |
| PUC/Intermediate | Board of Intermediate Education. A.P | 2003-05 | 1 st | 69% |
| SSC/ SSLC | Board of Secondary Education A.P | 2002-03 | 1 st | 70% |

WORK

Latest organization – SRMG Stones Pvt Ltd.

DESIGNATION: office assistant and receptionist – from Dec 2018

- ☐ Co-ordinating with the sales staff in terms of visits done to prospect places.
- ☐ Follow up with the prospects provided by sales team, through Email and Whatsapp.
- ☐ Maintaining the tracker of sales done.
- ☐ Assisting the office team in terms of maintaining documents and attendance of team.
- ☐ Focusing on Business Development based on the inputs by customers.

Previous Organization – Adarsh Credit Co-operative society

DESIGNATION: Officer

- ☐ Attending customers/Account holders in terms of KYC.
- ☐ New customer acquisition process of documentation.
- ☐ Tele calling the customers in terms of new deposits and assisting sales team.
- ☐ Assisting the office team in terms of maintaining documents.

COMPUTER SKILLS

Basics Computer knowledge and Internet.

EMBED Word.Picture.8
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- Creative art work on women wear.
- Watching movies.

STRENGTH

- Strong will power to learn new technologies and processes.
- Commitment & Loyalty.
- An ability to adapt, at different work functions and environment.
- Willing to take challenging tasks.
- Actively participated in Group discussions, Debates, Sports during School and College.

PERSONALS

| | |
|-----------------|--|
| Name | Sobhana K. |
| Sex | Female |
| Date of Birth | 15.08.1988 |
| Husband Name | Sairam.H |
| Nationality | Indian |
| Marital Status | Married. |
| Languages Known | Kannada, Telugu, Tamil, fluently and can manage Hindi, English. |
| Postal Address | #17, G4, Prabhavathi Coral Apartments, Doctors Layout, Kembathalli Road, Gottigere , B.G. Road Bangalore- 560083 |

DECLARATION

I hereby declare that the above given information are true to best of my knowledge.

Date:

Place: Bangalore

(Sobhana K)