

YARRAMSETTY SANTHOSH

BUSINESS DEVELOPMENT ASSOCIATE

CONTACT



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Garapati Street, Amalapuram, East
Godavari District, Andhra Pradesh

EDUCATION

MBA (Finance & Marketing)

Adikavi Nannaya University
2016-2018

B.com (Commerce & Computers)

Adikavi Nannaya University
2013-2016

Intermediate

Vidyanidhi Junior College
2010-2012

S.S.C

Gita Vidyalaya High School
2010

LANGUAGES

Telugu



English



PROFILE

To prove myself as an employee in a progressive organization that gives me scope to apply my knowledge and skills to work towards success and growth of the organization.

WORK EXPERIENCE

SQL School Training Institute

Hyderabad, India

Business Development Associate

06/2022-01/2023

- Reach out to target number of clients in the assigned sectors on a daily basis
- Detail out the Porter s offerings to the clients and understand their requirements
- Identify new requirements to be converted into products depending on client feedback
- Make prospecting lists using industry understanding and online sources.
- Actively track conversion to make sales process improvements
- Make cold calls and follow up calls to leads/prospects to assist in conversion
- Build short term relationships with prospects to improve chances of setting up meetings
- Highlight any trends and concerns to senior management

Gland Pharma PVT Ltd

Hyderabad, India

Logistics Officer

03/2021-05/2022

- Create packing lists and update shipment information in the database
- Maintain communication with warehouse staff to ensure proper working order
- Interact with third-party logistics service providers
- Create and maintain contact with vendors and customers to ensure timely delivery of goods
- Trace, track and expedite purchase processes
- Audit freight cost and documentation
- Organize files both manually and electronically

YARRAMSETTY SANTHOSH

BUSINESS DEVELOPMENT ASSOCIATE

SKILLS

- MS Word Advanced MS Excel
- Excellent Spelling and grammar skills
- Financial Statements Accounting analysis
- Strong critical thinking
- Native or Bilingual Proficiency
- Planning & Organizing
- Customer Relationship Management
- Professional Working Proficiency
- Computer Skills
- Active Listening
- Problem Resolution

INTERESTS

- Watching Movies and Tv series
- Playing Cricket
- Playing Mobile games and Video Games

WORK EXPERIENCE

SIR CV Raman High School
Amalapuram, India

Accounting Assistant
06/2018-12/2020

- Maintain accounting documents and records, ensuring all files are up to date
- Reconcile bank statements by comparing transactions to the general ledger
- Process Monthly payroll accurately and timely
- Prepare bank deposits
- Participate in quarterly and annual audits
- Create and update expense reports
- Check spreadsheets for accuracy