**SEREESH NEELI**

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**Objective**

Eager to put my administrative skills as a team-oriented to the best possible use in a leading firm which will allow me to learn and develop

**Professional experience**

* LFG Hardware Pvt. Ltd. (Janyary 2021 Till Date)
* Xcelent Intersec (April 2018 to December 2020)
* ASSA ABLOY India Pvt. Ltd (April 2017 to March 2018)
* Grohe India Pvt. Ltd (February 2015 to March 2017)
* Buhler (India) Pvt. Ltd. (September 2012 to January 2015)
* Hyderabad Industries Limited (September 2010 to August 2012)
* RewardPort (TravelPort Holidays Pvt. Ltd) (August 2008 to August 2010)

**Experience summery**

**Organization:** LFG Hardware Pvt. Ltd.

**Roles and responsibilities:** Working as Area Sales Manage Karnataka.

* Handling the retail & glass fabricators business.
* Travel throughout Karnataka and promote the brand.
* Appointing new distributor across the state.
* Getting the samples places at the partners place.
* Building up the pipeline of the projects.
* Coordinating with the existing clients to increase the business.

**Organization:** Xcelent Intersec

**Roles and responsibilities:** Worked as Business Development Manager for their Retail division.

* Handling the retail business of Karnataka.
* Promoting the Yale & Samsung Digital door locks in the existing network.
* Expanding the Digital lock business across Karnataka.
* Expanding the camera division in hardware market.
* Building up the relationship with the system integrator to expand business.
* Building up the pipeline for the hotel lock segment.

**Organization:** ASSA ABLOY India Pvt. Ltd.

**Roles and responsibilities:** Working as Area Sales Executive for their Bangalore branch.

* Handling the retail business of Bangalore.
* Developing the digital lock business in Bangalore.
* Maintaining the relationship with the distributors & dealers.
* Appointing new dealers to increase the retail business.
* Supporting the dealers in customer installation and breakdown issues.
* Analyzing the distributors secondary & launching new schemas.

**Organization:** Grohe India Pvt. Ltd.

**Roles and responsibilities:** Working as a Sr. Sales Coordinator for their Bangalore branch.

* Handling the dealer and distributor network.
* Executing special schemes for the dealers.
* Preparing quotations and sales order.
* Follow up with the supply chain for the order processing.
* Handling all the regional and national reports.
* Follow up with the customers for all the commercial needs.
* Analyzing the previous performance and preparing the targets for sales team and dealers.
* Preparing daily business report with the use of SAP.
* Analyze the regular sale and provide the forecast to the supply chain.

**Organization:** Buhler (India) Pvt. Ltd.

**Roles and responsibilities:** Working as a Sr. Asst. Customer Support for their Bangalore Plant.

* Preparing quotations and sales order in SAP.
* Follow up with the manufacturing department to get the required materials.
* Handling the spare parts supply for complete India.
* Follow up with the customers for all the commercial needs.
* Coordinate with our head office and other branches to get the imported materials required by the customer.
* Preparing daily business report with the use of SAP.
* Analyze the regular sale and provide the forecast to the manufacturing.

**Organization:** Hyderabad Industries Limited

**Roles and responsibilities:** Working as a Sales Coordinator for their Bangalore division.

* Preparing the quotations based on the client’s requirement and also preparing sales order based on the customers purchase order in SAP.
* Actively supported company sales team – Coordinated sales details before and after the sale and handles contacts
* Participated in execution of sales strategies
* Developed and sustained relationship with potential and existing clients/organizations by coordinating professional meeting, attending promotional events and providing effective administrative support

**Organization:** RewardPort (TravelPort Holidays Pvt. Ltd)

**Roles and responsibilities:** Worked as a Sales Coordinator for RewardPort for their corporate loyalty solutions.

* Maintaining corporate clients.
* Communicate with various levels of employees.
* Customer conversions and solving customer queries.
* Knowing the need of the customer and acting according to customer need.
* Continuous updating of the feedback from the market.
* Actively supported company sales team – Coordinated sales details before and after the sale and handles contacts

**Education**

| **College/University** | **Degree** | **Year** |
| --- | --- | --- |
| Dayananda Sagar Business School, Bangalore/AIMA | P.G.D.M.(Marketing) | 2006-2008 |
| Aditya Degree College, Kakinada/ Andhra University | B.Sc ( Math’s, Electronics, computer science) | 2003-2006 |
| Sunitha Academy, Guntur/ Board Of Intermediate Education A.P. | Intermediate (Math’s, Physics, Chemistry) | 2001-2003 |
| Durga Prasad High School, Kakinada/ Board Of Secondary Education A.P. | SSC | 2001 |

**Technical Skills**

* SAP SD/WM
* Microsoft office.
* Flash Presentation.
* Computer Languages (C,C++, VB, VB.NET)

**Project work:**

**Organization:** Tata Teleservices Ltd, Bangalore

**Title:** Customer satisfaction of SME (Small and Medium Scale Enterprises) with respect to the connections provided by Tata Indicom Services.

**Summary:** It was a survey kind of project to help client (Tata Teleservices ltd) to know the feedback of Customers of their products. For this we prepared questioners (100 numbers of 23 questions) and distributed them among the corporate in the SME segment in the Bangalore location and based on that we came to know the market position of the Tata Indicom Services in the SME segment.

**Summer Training**

**Organization:** Tata Steel Ltd, Jamshedpur

**Title:** Marketing Research on Willingness to Pay Higher Price if Tata Tiscon Rebars are

Used in Construction of Building at Jamshedpur, Tata Steel Ltd.

**Summary:** It was a survey kind of project to help client (TATA) to know the feedback of Customers of their products. For this we prepared questioners (150 numbers of 20 questions) and distributed them to nearby (1km circle) customers. And Collected feedback was submitted as report.

**Product Name:** TATA TISCON REBARS

**Team Size:** 2

**Duration:** July 5th to August 5th

**Workshop Attended**

**Organizer:** Symbiosis Institute of media and communication, Bangalore footprints’07

Brand-a-lore: The Brand Boulevard.

**Presentation Delivered:**

**Subject:** Overview of How IT Industry

**Summary:** This presentation covers how IT industry is booming and from where they get

Project and utilization of manpower, why most of the companies outsource their work to India.

**Subject:** Overview of how state bank of India works

**Summary:** This presentation covers how rapidly state bank of India is growing how many branches it has what all the strategies they have followed and the key points of growing.

**Industrial Visit**

* Bangalore Stock Exchange(BgSE), Bangalore
* Tata Iron and steel company limited, Jamshedpur
* Tata motors, Jamshedpur

**Personal Profile**

Name : Sereesh Neeli

Father’s Name : Jagadeeshwara Rao

Date of Birth : 30th Sept’ 1985

Nationality : Indian

Language Known : English, Hindi & Telugu

Permanent Address : N.J.Rao, Zone No: - 4, Birsanagar, Near Viswakarma temple football ground, Jamshedpur, Jharkhand – 831004.

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