

PRASAD M

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Address: #5324/41,Chennakeshava Layout,
Nanjangud-571301

CAREER OBJECTIVE:

Seeking a competitive environment and challenging assignments in an organization that requires highly motivated individuals and fully utilizes my analytical and technical skills which will help me in my professional development.

ATTRIBUTES/ABILITIES:

- Excellent interpersonal and communication skills
- Self-motivated, methodical and process driven
- A team player, continuous learner and proactive
- Tenacious, independent and willing to take the initiative
- Willingness to learn new things

STRENGTH:

- Positive attitude, hardworking and ability to work under pressure
- Ability to reach goals
- Leadership quality
- Adaptable to varying conditions
- Enthusiastic at workplace.

Career Contour:

Worked as Audit assistant at CYK and CO. (2018-2020) & QA O/B executive at Fortune credit capital (2021-2023) and Worked as Sales and CRM executive at Dishank builders and developers (2023 -2024).

Educational Qualification:

QUALIFICATION	INSTITUTE	BOARD/UNIVERSITY	YEAR	PERCENTAGE
M.Com	Karnataka state open university, Mysore	KSOU	2021	64%
B.Com	JSS College of Arts Commerce and Science, Nanjangud	University of Mysore	2018	80%
PUCII	JSS PU College, Nanjangud	P.U.E Board Karnataka	2015	73%
S.S.L.C	Rotary School, Nanjangud	KSEEB, Karnataka	2013	58%

Additional Responsibilities:

- Handle and resolve process related Escalations and take necessary steps to prevent their occurrence in the future.
- To provide necessary Training in terms of queries & handling e-mails.
- Maintaining of daily trackers.
- Completing the targets in the provided time limits.
- Handling the co-person's accounts in absence.
- Handling customer portal (JayamSAFAL).

JobProfile:

Process: Audit Assistant

- Filing Individual IT returns.
- Book keeping (Individual taxation).
- Working on GST and Taxation.
- Reaching the daily targets.

Process: QAO Executive

- Preparing MIS Report.
- Competence in handling/Managing Bookkeeping.
- cashhandling for client.
- Use to process of KYC verification for loan files.
- Managing collection entries & Loan verification tool
- Maintaining accuracy monthend close.

Process: Sales and CRM executive

- Handling various corporate, analyze customer on basis of needs (commercial and residential), events handling on various location, new project planning, strategies implementation and control, also handling recovery of balance payment management, pre launch project strategies (marketing and advertising), post sales management (crm, broker billing etc.).
- Coordinate for documentation process
- Post Sales Customer Service
- Provide guidance and support to clients throughout the entire sales process, from initial contact to closing the deal.
- 2 Years of experience in Relationship, Client and Sales Management in Real Estate & Finance industry.
- Creative problem solver, able to think logically and pay close attention to detail.
- Good communicator, proficient in gathering user requirements and customizing database solutions as per need.
- Developing and maintaining relationships with clients and developers.
- Site visits with clients.
- Completion and submission of necessary forms.
- Convert Lead/Prospect into a Customer to the Company.

Technical Skills:

Windows,MS-Office(Word,Excel,Access,Powerpoint),Internet, Tally ERP9,Jayam SAFAL (Client tool)

Personal Details:

- Name :PrasadM
- Father'sname :MuthannaHM
- DateofBirth :27thMarch1997
- Language :Kannada,English,Hindi
- Nationality : Indian
- PermanentAddress :#5324/41,Chennakeshava layout,Hullahalli road, Nanjangud-571301
- Hobbies :Freelance,Photography,Listening to Music. Reading Books

Declaration:

I here by declare that the above furnished information is true to best of my knowledge and I bear responsibility for the correctness of the above mentioned particulars.

Place: Nanjangud

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