

RAKESH THALLAPALEM**Email:** thallapalem.rakesh@gmail.com**Mobile:** +91-9381546970

To be a part of an organization where I can utilize my skills, gain further experience and make a significant contribution to the growth of the company and also to build a long-term career in your company with opportunities and for career growth.

ACADEMIC QUALIFICATIONS

Year	Degree	Institute	CGPA / Percentage
2021-2022	M.sc (Computer Science)	VSU University , Nellore	81.12/10
2018- 2020	B.com(Computer Applications)	VSU University ,Nellore	70.00/10

EXPERIENCE**Professional Experience:**

2 year of experience as a Senior Executive CRM at Tripura Constructions.

Employment Details:**Company :** TRIPURA CONSTRUCTIONS**Designation :** CRM Executive**Duration :** JAN 2023 toTill Date.**Roles & Responsibilities:**

- Maintaining and updating the New Bookings
- Preparation of documents like MOU's, AOS and draft Sale Deeds.
- Coordinating with customers and bankers for loan process and loan disbursements.
- Preparing and sending the project status and updates to the customers on monthly basis.
- Handling the customer queries and solving the issues with the coordination of management.
- Scheduling the appointments to the customers with the concern management.
- Preparation of daily MIS reports and monthly reports on collections and outstanding.
- Suspense clearance and reconcile the monthly collections with accounts team.
- Coordinating with Legal & Document Writer for Smooth and speedy process to get the document registered.

PROFESSIONAL SKILLS

- Business Promotion
- Lead Generation
- Negotiation
- Team Work
- Time Management
- Self-Motivation

TECHNICAL SKILLS

CRM TOOLS: Sell.do, HubSpot.

OFFICE TOOLS: M S Office (Word, Excel, Power Point)

OPERATING SYSTEM: Windows XP, Windows 7, Windows 10

LANGUAGES KNOWN

- Telugu
- English
- Hindi

PERSONAL DETAIL

- Date of Birth : 23 March 1999
- Nationality : Indian
- Address : 7-10-19/a Katam Raddy vari street Sunkulavari Tota kavali 524201

Declaration: I hereby declare that the above details are true and correct to the best of my knowledge. And I take the responsibility of any mistake in data if occur in future.

