

RAKESH THALLAPALEM

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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.
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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.
