

Sherisha Kurapati
Sri Hema Durga Classic
FCI Wideo Colony, Opp S R estate,
Miyapur, Hyderabad-500049

Email ID: sherisha.dms14@gmail.com
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Carrier Objective:

Aspiring to work in an IT company for the growth and development of myself and also for achieving the mission, vision and goals of the company.

Academic Qualifications:

Bachelor of Computer Application
Master of Computer Application

Technical Skills:

- **Operating Systems** : Windows 8, 7, XP, •
- **Packages** : Microsoft Office 2007

Strengths:

- **Good Communication skills**
- **Hard work**

Work Experience (CRM Dept):

Worked as CRM Executive from July 2024 to till date in Radhey Construction
India Pvt Ltd
Project name-S2-Raaga Villas Project

Works done:

1. Good in maintenance of records & documentations
2. Drafting documents like MOUs, Sale Deed, AFS Documents etc.
3. Handling Collections, & customizations through mails & what sup on villas construction progress
4. Sending Demand letters -Villa construction stage wise though what sup to customers
5. Follow up with customer receivables payments where necessary on via calls or what sup or e-mails, whichever is applicable.

Work Experience (CRM Dept):

Worked as CRM Executive from Jan 2019 to March 2024 in Nebula Infraspace LLP got merged to Pacific India Project Pvt Ltd
Project name-Nebula Aavaas Project (Residential Gated Community)

Works done:

1. Collecting EMIS of the flats through What sup, Calls & mails
2. On customer visit receiving Neft payment or cheques of the Emails
3. Clearing the queries on the calls and on visit of the customers
4. Taking the request for AFS docs informing to concern team and asking the customer to visit office to do the sign on the AFS doc
5. Sending the AFS copy & receipts on customer request through emails & what sup
6. Sending demand letters construction stage wise though what sup to customers
7. For Customers maintain Data used software-Spade

Work Experience (FOE Dept):

Worked as Front Office Executive from Jan 2015 to Dec 2018 in Try logic Soft Solutions Pvt Ltd

Works done:

1. Receiving calls to students and conducting test for Program of DDUGKY and PMKVY
2. Welcome the visitors
3. Preparing Attendance sheets.
4. Taking care of Admin

Personal Details:

Name: : SherishaKurapati
Father's Name : Radha Krishan
Languages Known : Telugu, English and Hindi.

Address: Sri Hema Durga Classic, FCI Wideo Colony, Opp S R estate,
Miyapur, Hyderabad-500049

Declaration:

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility of correctness of the above-mentioned particulars.

Date: (SherishaKurapati)
Place: