

CURRICULUM VITAE



Mohanavalli V.

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Professional Summary

A resourceful Non IT Professional with more than 9+ years of experience as a Technical Write and Seasoned Business & Market Analyst. My contribution effectively implementing various types of standard documentation practice and enhancing system for improved performance., Market Research, Stock Marketing details, resource management & knowledge of change management.

Work Experience

Years	Designation	Experience Filed	Company Name
2015 - 2017	Sr. TL Market Research & Content Writing, Business Development.	Content Writing, Market Analysis, Social Media Marketing, Research Implementation, Online Advertising, Advertising and Marketing	MetricFox - Champions Group
2012 - 2015	Team Leader 360 Company Profiling, R&D.	Infographics, Detailed Information about Company Data Creations, Competitor Analysis Report, Market Analysis Report, Management Hierarchy, Social Media Networking, IT Budget, Technology Services.	Strategic Outsourcing Services Pvt Ltd.
2009 - 2012	Sr. TL Email TEST Append & B2B, B2C.	Data Management, Data Building, Duplicate Data Cleansing, Email Data Management Services, Master Database Management, Tele-Verified Data.	Strategic Outsourcing Services Pvt Ltd.
2006 - 2009	B2B Sales, Email Appending, List Building	Email Marketing, Email Appending, Email Marketing, MS Access, MS Word, Excel, Power Point, Data Analyst, Database Management, Meeting Coordinating, Team Management, Training Coordinating.	Strategic Outsourcing Services Pvt Ltd.
2003 - 2006	Front Office & Process Executive	Data Management, Data Appending, List Building, Answer phones and operate a switchboard, Route calls to specific people, Answer inquiries about company, Schedule meetings and conference rooms, Coordinate mail flow in and out of office.	Strategic Outsourcing Services Pvt Ltd.

Key Achievements or Awards

Achievements during initial stage of the process as a Good team player. Appreciation mails from Business Manager. Couple of appreciation certifications from Strategic Outsourcing Services (Rising Star & Best Employee of the Year – 2007).

Skills & Abilities

(1) Client Centric/ Interface/Relationship	(6) Fast & Quick learner	(11) Innovator
(2) Excellent Computer Skills, MS Office	(7) Task Oriented Personality	(12) Capable of handling pressure
(3) Acrobat Reader	(8) Target & Deadline Reach	(13) Interpersonal Relationship.
(4) Database Management	(9) Motivator	
(5) Sharp listening (Good Listener)	(10) Trainer	

Key Responsibilities

Preparing the Project according to the client needs. Presenting the Project in front of seniors & implementing the suggestions in the project. Ensuring that work should be done on time & supervising the each stage of Project. Training new Executives.

Business Strategies – Customer Satisfaction

- *Guiding, Managing Customer or Clients towards achieving sales & revenue targets through Calls. Implementing competent business strategies to market a wide range of products for accomplishing sales & profit targets.*
- *Handling marketing & sale operations for achieving pre-set goals & market development efforts. Enabling business growth by developing & managing a network of channel Partners/ Customers/ Clients. Interfacing with key clients for mapping requirements, making presentations and delivering need based product solutions. Maintaining excellent relations with clients to generate avenues for additional business.*

Educational Qualifications

- **Graduation:** B.A. – Economics & Statistics.
- **Technical:** Dip. Computer Science, MS Office (Power Point, MS Word, MS Access, Excel). PPT Creation, PDF Convert, Master Database Management.
- **Other Skills:** Diploma in Beautician.

Biography & Interests

Interests : Reading Business Articles, Motivational Books, Browsing, Research Work,

Full Name : Mohanavalli V. (Mona)

Language Known: English, Kannada, Telugu, Hindi, Tamil.

Hobbies : Listening Music, Computer, Motivational Books Etc.

Declaration

I hereby declare that all the above written particulars are true to the best of my knowledge and belief.

Mohanavalli V (Mona),

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Bangalore.