

Anand K

Location: Bangalore, Karnataka

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Objective:

"To seek responsible and challenging position which would exploit my full potentiality and talent and give me an opportunity for personal Growth, professional achievement and serve the well being of the Organization".

Work Experience:

US IT Recruiter

ObjectWin Technology Inc - Bangalore, Karnataka

January 2019 to June

- US IT and Non IT Recruiting
- Sourcing & Staffing.
- Inbound calls.
- Outbound calls.
- Full cycle recruiting process.

Quality Analyst (QA)

[24]7.Inc-Bangalore,Karnataka December 2017

to September 2018

- Coordinated with representatives in order to develop the business/process.
- Played a supervisor role for Auditing, analysis, reporting, teasers, training sessions and campaigns to improve the production level.
- Client calls.
- Escalation calls.
- Escalation chats.
- Non voice.

Advisory Consultant/ Sales advisor

[24]7 Inc. - Bangalore, Karnataka

May 2016 to December 2017

- Hotels and resorts reservations.
- Handled worldwide customer queries over the chat platform.
- Generating high Sales or revenue.
- Cross selling and up selling. Non voice.
- Convincing skills.
- Communicating skills.
- Objection handling.
- Business Process.

- US Customer service

Front Office Executive cum Admin

**Cutis Academy of Cutaneous Sciences - Bangalore, Karnataka March 2014
to May 2016**

- Managed front office and billing.
- Handled patient's queries.
- Coordinated with administrator and managing director.
- Billing and invoicing.
- Office management.
- Clinical Research Assistant.
- HR Assistant.
- Demographic/Photographic Reports.
- PPT Presentation.
- Inbound calls.
- Outbound calls.

Education:

PUC/12th Pass in Commerce

Universal Educational Trust - Bangalore, Karnataka May 2014 to
May 2016

SSLC

St Philomena High School - Bangalore, Karnataka

Skills:

Management, OFFICE MANAGEMENT, Customer Servic, Sourcing, Sales, Billing, Auditing, Reporting, Microsoft word, PowerPoint, Recruitment, Screening, Scheduling Appointment, Business Development, Quality Assurance, Front Office, Data Entry, Monitoring, Analysis, Revenue, Non voice, Inbound, Outbound.

Awards & Recognition:

Top CSAT rep

September 2016

Top ASAT rep

January 2017

Top revenue generator

April 2017

Best performer

August 2017

**Top sales rep
January 2017**

Certifications/Licences:

Computers in office management

Professional Skills:

Initiative, Team spirit, Sincerity, hardworking, high energy level.

- Enthusiastic to do something better each time and come out with best possible results.
- Ability to grasp things quickly.
- Open friendly, positive approach, self motivated and punctual.
- Computer Basics, Communication Skills.

Computer Proficiency:

- Computer Basics, Internet, browsing, computers in office management.

Thanks and regards
Anand K