

## **CURRICULUM VITAE**

**VEENA.S**

# A-201, DS Max Supreme

Kodipalya gate,

Kengeri-

Bangalore - 560060

Mobile: +91 – 9164335222

Email: - [alwaysveens@gmail.com](mailto:alwaysveens@gmail.com)

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### **Objective:**

Quest to work in an organization that has an environment, which not only offers a chance to learn from the co-workers but also shoulders me with Responsibilities requiring hard work, applying of new thoughts and ideas thus bringing out the best in me to the organization.

### **Profile:**

Worked in TRIDENT INTERWOOD PVT.LTD, as a **ADMINISTRATIVE OFFICER & CUSTOMER CO-ORDINATOR**, and has Obtained a good Understanding of what is required for an administrative Officer and also as an Executive. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

### **Qualification:**

❖ Completed B'com from BMS College.

### **Computer Proficiency:**

Operating system : MS-DOS, Windows 9x, NT, ME, XP.

Packages : MS-Office, Tally – 6.3, with Acute  
Knowledge of AUTOCAD  
Junior Typing in English.

### **Career Details:**

➤ From – 07/08/02 – 23/02/03

Designation: Computer Instructor at, **NICT**, Jayanagar 4<sup>th</sup> Block, Bangalore.

➤ From – 24/03/03 – 20/06/05

Worked in **TRIDENT INTERWOOD PVT.LTD.** (Pioneer in Modular Furniture)

As an Administrative Officer & Customer co-ordinator, Bangalore.

Basically, worked at **MANTRI DEVELOPERS & SJR HOME STUDIO**

(**SJR BUILDERS**) Representing **Trident Interwood Pvt. Ltd.**

**Job summary:**

- ❖ Execution of work with Customer Requirements.
- ❖ Telemarketing Executive
- ❖ Achieving Targets set by the Management
- ❖ Marketing Executive
- ❖ Conceptualizing & designing according to client's requirements Post-sales activities for retention of clients.

**Projects Handled:-**

**Mantri Projects:**

- MANTRI PARADISE, Bannerghatta road, Bangalore.
- MANTRI RESIDENCY, Bannerghatta road, Bangalore.
- MANTRI ELEGANCE, Bannerghatta road, Bangalore.
- MANTRI ELITE, Bannerghatta road, Bangalore.
- MANTRI PRIDE, Jayanagar, Bangalore.
- MANTRI CLASSIC, Korma gala, Bangalore.

**SJR PROJECTS:**

- REDWOOD, Off Sarjapur Road, Bangalore.
- PARK VISTA, Off Sarjapur Road, Bangalore

Worked at **Customer First** service as HR Consultant

- From - 10/07/05 – 10/05/06
- ❖ Direct interview
- ❖ Telephonic interview

Worked in **Ferror Dek Pvt Ltd.**, as Administration Officer and Customer – co - coordinator

- From – 08/06/06 – 15/07/09
- Direct interaction with walk – in customers
- Acting according to their requirements
- Making quotation
- Handling of stationary, Petty cash
- Maintenance of showroom
- Visiting sites – supervision
- Factory visit and supervision
- Ordering of materials ( Purchases)
- Achieving showroom targets given by the management.
- Handling labors, carpenters & their issues.

Working in **Glass & Glazing Technologies** as Administration Officer and Front office

- Attending Calls
- Reporting to General Manager & Managing Director
- Maintenance of Office Documents, Requirements & Filings
- Making Quotation
- Day to Day Mailing Activities
- Handling Invoices & P.O
- Handling Vendors
- Co – ordination with the factory (Day to Day)

- 01/10/09 – 5/06/10
- 05/05/11 - 1/06/12

Worked in I - designs (Kapse Modular Systems BTM Layout) as **Showroom manager ( Till – 02/09/2013)**

- Maintenance of Client Details
- Quotation Making

- Day to Day Mailing Activities

- Handling Clients Individually (Design & requirements)
- Maintenance of Office Documents & filings
- Co – ordination with the factory (Day to Day)
- Ordering of Accessories
- Co - ordination with necessary Vendors
- Handling Designing Team (Production Drawings & Initial Drawings)

Working In Spacethetics India LLP (Sister Concern of MANTRI DEVELOPERS) As Marketing Manager ( Interiors) from ( 24.08.14 – Till date)

Handling projects : (Mantri developers Pvt ltd.,)

- Mantri Alpyne
- Mantri Serenity
- Mantri Courtyard
- Mantri Pinnacle
- Mantri Reflection
- Maintenance of Client Details
- Quotation Making
- Day to Day Mailing Activities
- Handling Clients Individually (Design & requirements)
- Maintaining team work for all documentation works in different projects
- Co – ordination with the factory (Day to Day)
- Co - ordination with necessary Vendors
- Handling Designing Team (Production Drawings & Initial Drawings)
- Managing Installation team for the timely completion of the project.

### **Personal Details:**

Father's Name	:	Mr. Samson Anthony
Date of Birth	:	13 <sup>th</sup> NOV 1981.
Marital Status	:	Married
Languages known	:	English, Hindi, Telugu, Kannada & Tamil

Strengths : Confidence.  
Ability to learn and adapt fast.  
Calm and composed.  
Ability to handle stress.

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

Place: Bangalore  
Date:

*(VEENA. S)*