

S. SAKTHI

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Chennai – 600 080

Mobile: 9789860921

OBJECTIVE

Seeking a challenging career in the corporate world to work and learn with high degree of quality, integrity, commitment and responsibility in a rewarding environment with professional approach and utilizing skills and abilities to the integrated development of the organization.

ACADEMIC PROFILE

- MCA 2014 Madras University (Distance Education), Chennai.
- B.Sc. 2010 Bhakthavachalam Memorial College, Chennai.
- HSC 2007 Danish Mission Higher Secondary School, Tiruvannamalai.
- SSLC 2005 Danish Mission Higher Secondary School, Tiruvannamalai.

COMPUTER PROFICIENCY

- DCA (Diploma in Computer Applications)

PROFESSIONAL EXPERIENCE

- Worked as **Tele executive** – Optimus Global Service Pvt. Ltd. from Jun 2010 to Oct 2011.
- Worked as **Telemarketing Executive** – Royal Sundaram Alliance Insurance Company Pvt Ltd from Nov-2011 to Nov-2013.
- Worked as **Executive Administration** – Illies Engineering India Pvt Ltd from Mar 2014 to Dec2015.
- Worked as **Admin Cum Front Office Executive** – Rattletech Solutions India Pvt Ltd from Feb 2017 to May 2020.

JOB RESPONSIBILITIES IN Optimus Global Service Pvt Ltd.

Worked with **Optimus Global Service Pvt. Ltd.** as **Tele Executive**

- Verifying the clients Name and Address which they submitted as proof.
- Tele calling to the given data base to increase sales.
- Maintaining monthly approval rates for product.
- Focusing on monthly targets.

JOB RESPONSIBILITIES IN Royal Sundaram Alliance Insurance Company Pvt Ltd.

Worked with **Royal Sundaram** as **Telemarketing Executive**

- Generating leads by Tele calling.
- Attending to all incoming and outgoing emails at regular intervals
- Identifying client needs and providing them suitable insurance plan.
- Following clients regularly for collection of pending payment.
- Focusing on monthly targets assigned by Sales Manager.
- Reporting to the Sales Manager.
- Effectively attending to all the works assigned by Sales Manager

JOB RESPONSIBILITIES IN Illies Engineering India Pvt Ltd.

Worked with Illies Engineering as Executive-Administration

- Worked as Executive- Administration.
- Maintaining all Administrative Works.
- Responding for all Enquires related to Food Processing Machineries.
- Event Management, Attendance Maintenance
- Preparing Sales Quotations for Machineries (FOOD & PLASTIC DEPT)
- Ticketing, Accommodation and Travel arrangements
- Taking care of stock and stationery, Vendor Management
- Maintaining Logistics, AMC for Electronics & Pest Control.
- Maintaining monthly Petty Cash and Reporting to the Accounts manager
- Maintaining a record for TDS certificates, Purchase and Work order files.
- Effectively attending the clients who are all walk in to the office (Front Desk).
- Effectively attending to all the works assigned by Branch Head.

JOB RESPONSIBILITIES IN Rattletech Solutions India Pvt Ltd

Worked with Rattletech Solutions as Admin Cum Front Office Executive

- Front Office Management
- Attendance Maintenance
- HR supporting activities (Lining up the candidates for Interview Process)

- Coordinating for Heritage Tour and Walks conducted by our MD
- Ticketing, Accommodation and Travel Arrangements for our Clients.
- Effectively attending to all the works assigned by our MD.

PERSONAL PROFILE

FATHER NAME : K. Sekar

DATE OF BIRTH : 20.12.1990

GENDER : Female

AGE : 29 Years

NATIONALITY : Indian

LANGUAGES KNOWN : English & Tamil.

PRESENT ADDRESS : No 14, Thiru Vi Ka Street, Venkatraman Nagar,
Korattur, Chennai – 600080.

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge.

Place: Chennai

Date:

S. SAKTHI