

Joel Manoj Tej Maddala

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CAREER OBJECTIVE

I come up with proven Excellent Communicational and Interpersonal skills with passionate customer service skills. I am highly ambitious who's dexterous of performing great leadership possessing the work management experience. I am seeking for an opportunity to maximize my Organizational skills by making a significant contribution with my potential prowess with determination and dedication.

SUMMARY OF QUALIFICATIONS

- Excellent Service-oriented, Organizational, Communicational and Interpersonal skills.
- Congenial and Enthusiastic contributor and supporter of team goals in achieving the company's mission.
- Proficient in Management skills with elegant customer service skills of the Organization.
- Proves ability to prioritize and handle multiple tasks in a challenging environment.
- Knowledge of the office procedures and practices.

EDUCATION

Jawaharlal Nehru Technological University Kakinada

2016-2020

Andhra Loyola Institute of Engineering and Technology
Bachelor of Technology, Computer Science and Engineering

Sri Chaitanya Junior College

2014-2016

Andhra Pradesh Board of Intermediate Education, Mathematics Physics Chemistry
Higher Secondary Education, Math Physics and Chemistry

St. John's School

2014

Andhra Pradesh Board of Secondary Education
Secondary Education, Schooling of the state board of Andhra Pradesh

CERTIFICATES

- Tricky American English-University of California Irvine(UCI), Irvine, California, USA.
- Social Psychology-Wesleyan University, Middletown, Connecticut, USA.
- Epidemics, Pandemics and Outbreaks-University of Pittsburgh, Pittsburgh, Pennsylvania, USA.
- Digital Marketing-North Storm Academy, India.
- Entrepreneurship Awareness-Entrepreneurship Development Institute of India(EDI), Government of India.
- Game Development using Build Box-Government of Andhra Pradesh, Andhra Pradesh.
- Acclaim of Management Symposium-Indian Institute of Management Kozhikode(IIMK), Kerala.
- JignasayanYaanik - Department of Language and Culture, Government of Andhra Pradesh, Andhra Pradesh.

WORK EXPERIENCE

CAMBRIDGE BUSINESS ENGLISH CERTIFICATE(BEC) TRAINER - UNIVERSITY OF CAMBRIDGE: SEP 2022 - PRESENT

1. Assessing students' language proficiency, evaluate students' current level of English proficiency and identify areas that need an improvement.
2. Designing and developing lesson plans, course materials that are appropriate for the students' level of proficiency and aligned with the requirements of BEC exam.
3. Teaching language skills on how to improve their listening, speaking, reading and writing skills in English, with a particular focus on business-specific language and communication.
4. Providing students constructive feedback on their progress and provide support to help them overcome any difficulties or challenges they may face.
5. Administering practice exams to help students familiarize themselves with the format and structure of the BEC exam, provide guidance on exam strategies and techniques.
6. Monitoring, tracking students' progress overtime and provide guidance and support as needed to help them achieve their learning goals.
7. Keeping up to date with the latest developments in teaching techniques, language learning and the BEC exam itself to ensure that the teaching is relevant and effective.

**SENIOR BUSINESS DEVELOPMENT COUNSELLOR - GROWTH(INDIA):
PLANETSPARK MAR 2022 - MAY 2022**

1. Handling daily queries of the teachers and guiding them to understand the entire process.
2. One-to-one coordination for accounts of teachers.
3. Accountable to drive the teachers towards targets and be accountable for the regular reports and data tracking.
4. Take regular meetings with the teachers in order to guide them through the entire process of the on boarding to conduct.
5. Handling daily queries of the teachers and guiding them to understand the entire process.
6. One-to-one coordination for accounts of teachers.
7. Accountable to drive the teachers towards targets and be accountable for the regular reports and data tracking.

**LEARNING CONSULTANT - SALES(INDIA): GREAT LEARNING
AUG 2021 - FEB2022**

1. Driving inquiries and admissions for the online/blended learning programs offered for International/Domestic Markets.
2. Looking after entire sales life cycle: starting from engaging with the large volume of well- qualified leads till the final conversion i.e. enrollment in the program.
3. Counselling experienced professionals via call, email or in-person on which course will be useful to their career progression and suggest the best options with updating and maintenance of MIS reports.

MANAGER - SALES(USA): WHITEHAT JR OCT 2020 - AUG 2021

1. Managing the employees of Sales department, following up and ensuring the highest performance of the employees given to manage.
2. Diligently communicating and organizing meetings to give the best performance at work.
3. Conducting virtual demos and sessions for the clients concerned for International sales.
4. Concerned for the International sales of various coding and math curriculums that are offered on coding platforms. Achieving the weekly and monthly targets of sales for revenue generation across USA.

ACHIEVEMENTS

- Collaborated with prominent organizations like International Youth Fellowship(IYF), Make A Difference(MAD), AIESEC.
- Facilitated as the President of student's council at graduate college.
- Attained the rank as National Karate Champion in Karate.
- Founded and developed a committee by name Euphonious Voices which is an Initiative formed for the students to develop their Communicational skills with proper pronunciation and precise accent in English.
- Hosted many extracurricular events and collegiate fests and programs as an Official Host and Coordinated as a President of Cultural Committee.
- Managed in outreach programs like community service to the poor and associated with students by took career development classes as a part of Extension program for school and college students.

SKILLS

- Communication and Interpersonal Communications
- Outstanding Communicator
- Customer Service oriented
- Pleasing Personality
- Effective Time Management
- Confident Decision making
- Outgoing personality
- Leadership skills
- Emotional Intelligence
- Time Management
- Management
- Strategic planning
- Multicultural
- Situational Awareness
- Empathy

STRENGTHS

- Excellent Communicational dexterity
- Flexibility and Adaptability
- Loyalty
- Highly organized
- Determination with dedication
- Ability to learn from mistakes
- Sympathy
- Patience and diligently motivated

KNOWN LANGUAGES

SPOKEN	READ AND WRITTEN
□ English	Korean
□ Hindi	Arabic
□ Malayalam	Italian
□ Tamil	Kannada
□ Telugu	-

PERSONAL DETAILS

Name

Father's Name	:M.Joel :M.Ravindra
Mother's Name	:D.Madhavi
Date of Birth	:04/01/1998
Marital Status	:Single
Nationality	:Indian

DECLARATION

I hereby declare that the above information is the true to the best of my knowledge and I bear the responsibilities of the correctness of the above mentioned particulars.

(JOEL MANOJ TEJ MADDALA)

