Khushboo Joshi

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**Objective:**  Seeking a position to utilize my abilities and to prove my skills to achieve constant advancements while being resourceful, innovative and flexible, Willing to work in a reputed company to secure a reputed post where I can easily utilize my communicating, auditing and problem solving skills

**Education:B.E. (Electronics and Instrumentation) 2002-2006** (69%) from Mahakal institute of technology Ujjain (R.G.P.V University Bhopal).

**Computer Skills:**

Software Testing: - Manual Testing Win-runner, Quick Test Professional “SQTL Certified”

Mainframe Expertise**: -** JCL, VSAM, COBOL, DB2, CICS “GIIT Certified”

**Work Experience:**

Total work experience 4 years for Technical support, Technical Sales, Pre sales and recruitment.

**1.Hotelogix (Sep 2012 Till date) as Sr. Sales representative**

Support sales of property management system (B to B sale)

**2. Spire Technology (Jan 2012 Sep 2012) as Client Engagement Lead.**

Working as a link between clients and Spire which include explaining clients about the products and giving them support when required.

Assisting recruitment HR Team in Client Company for recruitment. The recruitment is done using the software provided by spire technology

**3.E4E Business (Concentrix) Solution Pvt. Ltd., Bangalore as Sales Support Representative (October 2010 – June 2011).**

Support for sales of product of sun micro systems specifically servers and storage device. Have done market research to expand the client base for virtualization and thin client products from sun micro systems. I have to interact with IT Managers and Directors of the IT companies & various businesses sectors and understand their requirements and offer them the best suitable Sun Microsystem machines. I responsibly maintain customer database with proper and regular follow-up process to ensure that every lead can be tracked with latest information and ensure the proper deal closures. I interact with sun manager and partner for latest update on lead generated. I conducted motivational floor activities.

**4. Wipro Technologies - Network Engineer September 2009 – April 2010 (8 months)Pune Area, India.**

Provided service to our client Singapore airlines. A Singapore

Airline limited is the flag carrier of Singapore. Singapore Airlines operates a hub at Singapore Changi Airport and has a strong presence in the Southeast Asia, East Asia, South Asia, and markets. The company also operates trans-Pacific flights, including the world's two longest non-stop commercial flights from Singapore to Newark and Los Angeles on the Airbus A340-500. Singapore airlines provide various kinds of valuable services to its customers using its internet website. Our group in Wipro was dedicated to provide support to these internet services.

Achievement: Part of a winning team for excellent performance during training sessions.

**5. Mphasis(An EDS Company) Pune as Senior Transaction processing officer (November 2007 to April 2009).**

Provided service to our client UPC Telecommunications

Netherlands. UPC Nederland is the second largest cable operator in the Netherlands. It provides cable television (digital and analog), broadband Internet access, Voice over IP and telephone service to both residential and commercial customers. We were focused on providing support for the customer premises equipments for different services.

**Personality Traits:**

* Highly Motivated towards Perfection.
* Sincere and Loyal towards work.
* Likes to create an environment where one can enjoy doing work.
* Positive attitude, believe in teamwork, leadership skills, grasping power.

**Awards & Recognition:**

1. Appraised and rewarded for the best quality work done for the clients (Mphasis)
2. Appraised and rewarded for getting the maximum number of sales leads in a single month in my team (E4E).

# Professional Training- Certified Human Resource Management Professional (C.H.R.M.P)

## Exposure given to:

1. Training & Development
2. Recruitment Areas
3. Knowledge of Joining Formalities and Settlement Process
4. General HR Areas
5. Statutory Areas & Payroll

**Personal Details: Name :** Khushboo Joshi

**Languages Known :** English, Hindi

Date:

Place: Bengaluru