JEJI SATYASREE NANDINA

METALLURGICAL AND MATERIALS ENGINEERING

RGUKTIIIT- NUZVID

[durga.jeji@gmail.com](mailto:durga.jeji@gmail.com)

8464973422

**CAREER OBJECTIVE:**

To obtain a challenging position in the reputed organization with growth and prove myself as an effective member of an organization by using my Skills and Educational Qualification.

**Work Experience:**

1.Currently Working as a Account Manager in Olx india pvt ltd.

Roles and Responsibilites:

* Solve the customer issues related to their account
* Pitch the right package for the customer based on the business requirement
* Always look for customer satisfaction
* Client acquisition
* Providing accurate information to the customer to get the proper response to their ads.
* Handling **procurement** part.

2.worked as a **Ground Staff** in Air India Sats from july 2016 to October 2017.

**Roles and Responsibilities**:

* Responsible for Check-In procedure.
* Taking care of documentation process like visa check and passport check while issuing the boarding pass.
* Answer the quires of passengers if any at the check-in counters.
* Complete the boarding process after check-in procedure.
* Providing accurate information to the passengers regarding their journey.
* Co-ordintate with the excess baggae and special assistance department for smooth operations.

3.Worked as a **Internet Sales consultant** for m April-15 to April-16.

**Roles and responsibilities:**

* Call the customer and explain about services like packages, available customers related to his business.
* Maintain sufficient data of customers.
* Convincing the customer to take our services and packages.
* Cold calling as well as follow-up of customers.

**EDUCATIONAL QUALIFICATION:**

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| **Qualification** | **Insti tute/University** | **Year** | Percentage/Grade |
| B-Tech | RGUKT-NUZVID | 2010-2014 | 7.5 |
| Pre University Course(PUC) | RGUKT- NUZVID | 2008-2010 | 7.08 |
| Secondary Education | Z.P.High School | 2007-2008 | 88.88 |

**Technical Skills:**

* Operatins systems known - windows,Linux,Ubuntu
* Programming languages - C
* Application software - Microsoft Office.

**PERSONAL TRAITS:**

* Ability to work in a team
* Adaptability
* Politeness

**ACADEMIC ACHIEVEMENTS**

* I attended for national level conference on Corrosion in NIT Tiruchi
* Highly participated in academic activities

**EXTRA CURRICULAR ACTIVITIES**

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* Accomplished “ **National Cadet Corps B&C**” in the unit of 4(A) girls BN,Vijayawada during 2010-2012 in RGUKT-NUZVID.
* I was a class representative in my B.Tech 1st year.

**Declaration:**

I hereby declare that statements made above are true and correct to the best of my knowledge and belief.

Place: (**Jeji Satyasree Nandina**)

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| Date: |
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