DIVYA

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| **Mob:**  8861583400 **Present Address**: Janani,  Kg road, Udupi-576105  **Email:** [divyaamin10@gmail.com](mailto:divyaamin10@gmail.com)  Linkedin:  <https://www.linkedin.com/in/divya-amin-3b992a165/> Personal Data **Date of Birth**:  10-06-1990  **Gender**: Female  **Nationality**:  Indian  **Marital Status**:  Engaged  **Languages**: English, Hindi,  Kannada & Tulu Hobbies: Drawing, Playing games and Cooking. | Objective  To explore opportunities to improve my present knowledge, intensify my ideas and  strengths. To produce always better results in order to achieve prime goals of  organization and of my own.  Academic Qualification   * ***BE in Computer Science*** * Visvesvaraya Technological University(2008-2012) * ***Higher Secondary School Certificate*** * Karnataka Board,(2007-2008) * ***Secondary School Certificate*** * Karnataka State Education Board, 2006   Professional Experience   * **SkyTalk** * **Role:** Process Executive * Period: July 2013- June 2015 * **Role:** Process Head * Period:July 2015-April 2018      * **Role:** Digital Marketing Manager * Period: April 2018-June 2018 * **Role :** Lead Generation Team Lead * Period: July 2018-Present * **Xhitiz IT Solutions** * **Role: Senior Business development executive** * Period: October 2021-Present |

Roles and Responsibilities

* **Skytalk**
* Handled marketing (non-voice) and R&D teams.
* Pres-Sales
* Email Marketing
* Lead generation(UK/US/Canada/Europe/APAC Regions)
* Process implementation and management.
* Research
* Data validation
* Data cleansing
* People/Team management, Appraisals
* Worked as Temporary HR for 6 months (In absence of HR).
* Having social media marketing experience.
* Won best employee of the year 2016.
* **Xhitiz IT Solutions**
* Lead generation
* Online Bidding
* Client interaction

Computer Skills

* MS Excel ,Word, Outlook,Basic Of (C, C++, HTML,CSS)

Extra Curricular Activities

* Won various Education and Quiz contests at school level.
* Was the 1 rank holder of the class in 6th semester.
* Involved in planning and organizing of various Hostel activities & cultural fests.

Skills and Abilities

* Confident, Adaptable and Quick Learner.
* Result oriented, Hard working and Self Motivator.
* Team player as well as individual performer.
* Team Management

Declaration

I hereby declare that all the information mentioned above is true to the best of my knowledge.

**Date:**

**Place**:UDUPI **Divya** **Priya Po**