

## CURRICULUM VITAE

SAVITHA VV

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### **CAREER OBJECTIVE**

Aspiring to enter a challenging environment and contribute to the team and achieve greater heights in my career. To work with a dynamic company in safe and efficient way as a Professional Engineer.

### **WORK HISTORY**

**SALES ASSISTANT | GRP Trading LLC**, October 2019- February 2021 (1 Year 4 Months)  
**Electrotek FZE** , Sharjah Airport Free Zone December 2018-June 2019(6 Months)

- Attending inquiries received from Customers.
- Preparing competitive Technical and commercial offers for Customers.
- Coordinating with Store for stock details.
- Find suitable Suppliers inside and outside UAE, float inquiries among them and acquire offers.
- Negotiate with customers and suppliers for price, delivery terms, payment terms etc. and finalize orders.
- Prepare comparison chart for Manager's approval.
- Follow-up with Customers for payment and suppliers for deliveries.
- Coordinate material collection from suppliers and material delivery to customers.
- Prepare Delivery notes and Tax Invoices in Tally.
- Prepare Purchase orders, proforma invoices, payment cheques etc.
- Prepare and maintain Inquiry logs and other sales records.

**SEO EXECUTIVE | Sarobal Soft Solutions, Kerala**  
July 2015-January 2018 (2 Years & 6 Months)

- Optimizing the websites to increase the traffic.
- Keyword Researching Tools, Back link checking Tools- Semrush, Ahref.
- Off- Page Optimization & On page optimization
- Link Building Techniques -Classified ads, Directory Submission, Social Book Marking, Article Submission, BlogsPosting, Q&A, Quora, Guest Posting, Press release, Document sharing etc.
- Forum and Blog integration with websites.
- Web development- Wordpress, Yoast SEO
- Google Adwords, Facebook Ads manager, Lead Generation
- Affiliate Marketing, Email Marketing: -Mail Chimp
- Plagiarism Checker Tools, Domain Authority Checker tools - Small Seo Tools, Plagiarism Checker
- Analysis of client's Website, Competitor Analysis and Top Keywords Analysis.
- Image Optimization- Water mark tool

## **EDUCATION**

**08/2011-04/2015**

Btech Information technology

LBS Colloee of Engineering , Kasaragod, Kerala

## **TECHNICAL SKILLS**

- Tool : MS Office, MS Outlook, Excel, Tally
- Languages : C, C++, Java, HTML, CSS
- OS : Windows
- DBMS : MS Access, MYSQL

## **PERSONAL TRAITS**

- Willingness to learn new things.
- Disciplined and good etiquette.
- Ability to work as individual as well as in groups.
- Helping mentality

## **PERSONAL PROFILE**

- Date Of Birth : 26/11/1993
- Language Known : Malayalam, English
- Nationality : Indian
- Gender : Female
- Marital Status : Married
- Passport No : R0777469
- Visa Status : Spouse Visa

## **DECLARATION**

I consider myself familiar with SEO activities as mentioned above. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge.

Savitha V V