**Sandhya Rani Chittimalla **

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**CAREER OBJECTIVE**

To show my skills, ability and experience in a progressive company by applying for the post of administration assistant.

**STRENGTH**

Articulate communication skills, optimistic team player, and honest intelligent and time management.

**EDUCATIONAL QUALIFICATIONS**

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| * Master of Business Administration from Satavahana University (July 2011)
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| * Graduation in Science Stream, Vikas Degree College, Andhra Pradesh (March 2009)
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| * Intermediate from Viveka Vardhini Junior College, Andhra Pradesh (March 2006)
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| * S.S.C. from Viveka Vardhini High School, Andhra Pradesh (March 2004)
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**COMPUTER QUALIFICATIONS**

* Well versed with computer applications like MS OFFICE, MS EXCEL and MS WORD etc.
* Internet Surfing.

**ORGANIZATIONAL EXPERIENCE**

**1 YEAR AT “RAK BANK” AS TELE SALES” DUBAI (JULY 2017 TO DEC 2017)**

* Handling calls from customers inside and outside of the organization.
* Handling incoming complaints, requests and suggestions from customer.
* Selling and promoting products and updating the system with customer orders.
* Transferring customer calls with complex enquiries to appropriate staff.
* Recognizing, documenting and informing the team leader with current trends of the customer calls.
* Providing the customer with trouble shooting solutions.
* To sell banking products (credit card, balance transfer etc.) through phone.
* To meet sales targets to contribute to the overall business profitability.

**1 YEAR AT “FIRST GULF BANK” AS TELE SALES” DUBAI (JAN 2013 TO JAN 2014)**

* Handling calls from customers inside and outside of the organization.
* Handling incoming complaints, requests and suggestions from customer.
* Selling and promoting products and updating the system with customer orders.
* Transferring customer calls with complex enquiries to appropriate staff.
* Recognizing, documenting and informing the team leader with current trends of the customer calls.
* Providing the customer with trouble shooting solutions.
* To sell banking products (credit card, balance transfer etc.) through phone.
* To meet sales targets to contribute to the overall business profitability.

**1 YEAR AT “ALWAN TRADING COMPANY” AS “SALES & ADMIN ASSISTANT” DUBAI (JULY 2011 TO DEC 2013)**

* Phone contacts to augment the efforts of the sales staff as needed.
* Processing sales data, sales progress reports and other sales related records and reports.
* Data entry to track the delivery of sales literature, product samples and other necessary services to customers as directed by the sales staff or management.
* Answers telephone calls, conveys messages, and monitors the flow of e-mail.
* Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
* Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
* Updates managers by consolidating, analyzing, and forwarding daily action summaries.

**4 YEARS AT “GAMMON COMPANY L.L.C.” AS “SALES ASSISTANT” HYDERABAD**

* Complete Administration Work for the Sales Managers
* Independent Correspondence
* Handling of enquiries, independent quoting
* Issue of Proforma invoices to suppliers and clients (different prices)
* Follow up on Approval of proforma invoices
* Placing of Orders with the supplier
* Coordinating Shipment, documents
* Coordinating clearing of goods
* Coordinating delivery to the client
* Coordinating sales from warehouse
* Costing as and when required
* preparing of reports
* Coordination during exhibitions and functions
* Maintaining filing system
* All support required for the Sales Manager and General Manager/ Commercial Manager

**BEHAVIORAL**

* Self-motivated, professional, energetic with positive attitude
* Ability to build relationship with other business managers and members
* Excellent time management and organizational skills
* Ability to multi-task and learn quickly.
* Be honest and trustworthy and respectful.
* Adapt to changes.
* Flexible and demonstrate sound work ethics.
* A friendly, spontaneous and mature character.
* Good Knowledge of computer, MS Office.
* Outstanding communication and presentation skills.
* Responsible for all confidential matters pertaining to the Top Management in the interest of the Company.
* Able to take self-decision in the interest of the company whenever necessary. And will be accountable
* **PERSONAL DETAILS**
* Date of Birth : 20h November 1988
* Nationality : Indian
* Marital Status : Married
* Languages Known : English, Hindi & Telugu
* Visa Status : Residence visa
* Pass port no : S5822043
* Place of issue : Hyderabad
* Date of issue : 03/06/2018
* Date of expiry : 02/06/2028