**SAMALA CHANDRIKA**,

**Artisan place, Harrow, UK (HA3 5EB)**

**Mobile No: +447399016236**

**Mail Id :** [**chandrikareddysamala.228@gmail.com**](mailto:chandrikareddysamala.228@gmail.com)

**CAREER OBJECTIVE:**

Seeking challenging position in an esteemed organization, delivering my existing skills and dedicate much more than given task. Furthermore, I am highly adaptable and able to learn new skills quickly and effectively, even with short notice. Accomplished sales executive with successful track record overseeing pharmaceutical sales, IT, assisting accounting and invoicing in company and chain pharmacy.

**SKILLS:**

* Willingness to learn and take-up new assignments.
* Executive team leadership
* Positive and optimistic attitude
* Ability to co-ordinate and complete jobs in time, efficiently.
* Building buy-in to an idea
* self-management

**PROFESSIONAL EXPERIENCE**:

* **Worked for Sudha rani Milk Agency for 1 year as a sales assistant (IND)**

Responsibilities:

* Maintaining a positive and professional attitude toward customers at all times.
* Responding promptly to customer inquiries.
* Communicating, acknowledging and resolving customer complaints.
* Prompting the customers for upselling the product
* Keeping records of customer interactions, transactions, comments and complaints.
* Communicating and coordinating with employers necessary.
* Providing feedback on the efficiency of the customer service process.
* Ensure customer satisfaction and provide professional customer support.

Processing orders, forms, applications, and requests

* **Worked with Hinduja Global Solutions for 6 months as a Trainee consultant. (IND) (Campus placement)**

Responsibilities:

* Work was concerned with the customer care service.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Provides historical records by maintaining records confidentially as per the company terms.
* Contributes to team effort by accomplishing related results as needed.

* **Worked for Lifestyle as a sales assistant. (IND)**

Responsibilities:

* Submits orders by referring to price lists and product literature
* Recommends changes in products, service by evaluating results and competitive developments.
* Provides historical records by maintaining records on area and customer sales.
* Contributes to team effort by accomplishing related results as needed.

**AREA OF INTEREST:**

* Sales Executive.
* Employee relations
* Client servicing
* Office Staff

**PROFESSIONAL QUALIFICATION:**

* Excellent communication and influencing skills
* M.S Office
* Accountant Basic knowledge in computer Languages
* English typing skill very well in QWERTY keyboard.
* Critical thinking
* Dependability

**EDUCATION QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTE** | **YEAR OF PASSING** | **PERCENTAGE** |
| Masters | University of Northampton, UK | Pursuing | - |
| Degree | MLR Institute of Pharmacy | 2019 | 59.27% |
| Intermediate | Sri Gayathri Academy | 2013 | 84% |
| 10th Class | Narayana Concept School | 2011 | 81% |

**PERSONAL SKILLS**

* Adobe Photo Shop
* Photography
* Mobile techniques
* Honesty and Integrity
* Teamwork

**LANGUAGES KNOWN**

* English, Telugu, Hindi.

**STRENGTH & HOBBIES**

* Hard work
* Self confidence
* Punctuality
* Dedication
* Positive attitude
* Optimistic believe in values ethics
* Travelling
* Playing chess

**PERSONAL DETAILS**:

Father’s Name : Samala Chandrika

Date of Birth : 28/02/1996

Marital status : Single

Nationality : Indian

Religion : Hindu

Gender : Female

Thanking you for considering my application and I look forward to hear from you soon even if for any additional information, if required.

Date :

Place: London, UK

Yours sincerely

**Samala Chandrika**