

RESUME

P.Srinivasa Rao

Mobile No: 9150239500
Email: kirthiradhi@gmail.com

PERSONAL SUMMARY

A highly motivated and ambitious individual able to give timely and accurate advice, guidance, support and training to team members and individuals. Possessing excellent management skills and having the ability to work with the minimum of supervision whilst leading a team. Having a proven ability to lead by example, consistently hit targets, improves best practices and organizes time efficiently.

Now looking forward to a making a significant contribution as a Manager with a Company that offers a genuine opportunity for progression.

Educational Qualifications

S.S.L.C in Vijayantha Senior Secondary School, CBSC (1997 – 1998)

Additional Profile

ITI (Welder Course), Apprentice Training Institute, Heavy Vehicles Factory,
(1998 – 2000)
Avadi, Chennai

System Exposure

Packages: MS-Office.
Operating system: Windows95, 98, 2000, MS Dos

Proficiencies in extracurricular activities

District level player in football.
Paper Presentation

Professional Experience

1. Jun 2010 - Till Date RP Telebuy Sky Shop Pvt Ltd, Chennai
Assistant Sales Manager & Regional Show room Co-ordinator
2. Nov 2003 - Dec 2006 Atlantic Emirates Electro Mechanical Company , Dubai
Assistant Store Keeper
3. Jun 2007 - May 2008 FPG Health Care Pvt. Ltd, Chennai
Process Executive

Jun 2008 – April 2010 Optimus Global Services Pvt. Ltd, Chennai Tele
Marketing Executive

Duties:

- Preparing daily workloads for staff & coordinating the daily allocation of work.
- Motivating the team to achieve high standards and KRA targets.
- Handling new client enquiries and acting as the face of the business.
- Dealing with and resolving problems and issues which arise.
- Working with the sales and marketing team to drive sales forward.
- Mentoring and training up junior and new staff.
- Monitoring & reporting on standards & performance targets.
- Arranging & chairing weekly team meetings, focusing on targets & achievements.
- Implementing new initiatives which will help to reduce the operating cost of the company/production cost and enhance profitability.
- Involved in the recruitment of new staff.
- Praise team members and create a positive working environment.
- Ensuring all administrative and IT records are entered and updated correctly.
- Providing prompt and accurate information on individual performance.

KEY SKILLS AND COMPETENCIES

- Proven ability to manage through others.
- Strong decision making and problem solving skills.
- Able to motivate and lead others in a team environment.
- Excellent communication skills, both written and verbal.
- An ability to build rapport and trust quickly with work colleagues.
- Able to prioritize tasks and workloads in order of importance.
- Track record of delivering results with deadlines.

AREAS OF EXPERTISE

- Supervising ,Ability to motivate people, Strategic planning
- Commercial Awareness & Equal Opportunities
- Health & Safety Legislation ,Risk assessment

PERSONAL SKILLS

- High performance
- Positive thinking, Punctual, Straight forward
- Good Decision maker
- Good Organizing skill
- Flexible towards work and capable of work under pressure etc.

Personal Profile

Father's Name : P.RajaRao
Nationality : Indian
Religion : Hindu
Date of Birth : 14th January 1981
Marital Status : Married
Languages Known
To Speak & Read : English, Hindi, Tamil and Telugu
To Write : English, Hindi, Tamil and Telugu

Personal Traits

Good communication skills, analytical and ability to get along with people, adaptability to new environments, hardworking and honesty.

DECLARATION

I Declare that the details furnished above are true to the best of my knowledge and belief.

(SRINIVASA RAO.P)

