

PRAVITHA JENSON

91 9995574269

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SUMMARY

- Good Team Player, Inter Personal Skills and Presentation Skills.
- Result oriented, Meticulous with Good analytical and logical skills.
- Active involvement in Organizational Developmental Activities
- To pursue a career that has challenges and higher growth preferably in Administration or Customer Care.
- To associate myself with industries committed to high standards of excellence and innovation

COMPUTER SKILLS

- MS Office
- Windows
- Basics of Tally
- Internet Applications

LANGUAGES KNOWN

- Malayalam: Proficiency to read, write and talk
 - English: Proficiency to read, write and talk
 - Hindi: Proficiency to read and write
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EXPERIENCE HIGHLIGHTS

1) International Academy of Logistics Management

Duration: June 1st 2014 to February 28th 2015

Designation: Accountant in Accounting and Administration Department

International Academy of Logistics Management

IALM was formed under IALM Education Trust at Cochin with the aim to delivery excellent training for Shipping, Logistics, Air cargo and Supply Chain Management. The academy is well supported with a team of Logistics professionals who have been working in the Logistics, Shipping, Airlines, Freight Forwarding, Warehousing, CFS, Retail Hyper Markets and International Trade Export Import Companies for well over ten years and now working as trainers for over four years.

Roles and Responsibilities:

- Was responsible for Book keeping
- Was responsible for updating and maintaing the accounts
- Was involved in preparing vouchers and receipts.
- Was responsible for routing and distributing incoming manual mails and emails
- Was responsible for sending appointment letters and mails
- Was responsible for preparing formal and informal business documents
- Was responsible for collecting fees from students, tracking non-payment and issuing notices for dues.
- Was responsible for updating and registering client details in the e-employment website ICODE CITY

2) Xtend Technologies Pvt Ltd

Duration: March 2nd 2015 -Present

Designation: Executive Sales Backend-Dubai Operations

Xtend Technologies Pvt Ltd

Since 1997 Xtend has developed a broad spectrum of products and solutions for the telecommunication industry. The series of innovative products since inception includes Interactive Voice Response System,

Voice Logger, Outbound Dialer, Call Center Solutions, SMS Server, Fixed Cellular Terminal and Change Number Announcement System.

Roles and Responsibilities:

- Assisting the sales and marketing team stationed in Dubai
- Assisting the Admin Manager for the smooth running of the Dubai Office.
- Attending customer calls, Handling enquiries.
- Preparation of quotations to the customers
- Handling Accounts, Sales and Stock registers
- Correspondence to customers over mail, for Appointments, delay in payments Etc
- Convincing customers for taking Annual Maintenance Contracts, handling the processing and issue of the contracts.
- Stock- record maintenance, monitor the requirements, assist in dispatch and export to Dubai
- Accounts- record Maintenance, Track expenses of employees.
- Call monitoring and assessment: Monitor calls to customers.
- Maintaining records for Sales, like Invoices, Purchase orders, AMC, etc
- Conduct market analysis when needed.
- Data collection for cold lead generation for Business Managers to Pursue.
- Handling reception and calls occasionally.
- Submitting daily reports to the management.
- Collecting competitor product details and pricing.
- Assisting in planning exhibitions and responsible for doing the background work needed which includes Market analysis, Spotting potential clients in the area, inviting them, sending thank you mails after the exhibition
- Knowledge of Xtend Products: Like Xtend Voice Logging Solutions, Xtend IVR Solutions, Xtend Call Centre Solutions, Xtend Call Accounting solutions, Xtend Out Bound Dailer, Xtend Medical transcription software, Xtend Smart Log, Xtend Active loggers, Xtend On Call etc

EDUCATION DETAILS & CERTIFICATIONS

- BA in Economics from M.G.University in 2014
 - PLUS TWO from Kerala Board of public Examination in 2011
 - SSLC from Kerala Board of public Examination in 2009
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PERSONAL INFORMATION

Name : Pravitha A P
Mobile No : 9995574269
Gender : Female
Marital Status : Married
Husband's Name : Joseph T X
Date of Birth : 16/01/1994
Age : 24
Religion : Christian
Caste : Latin
Present Address : Thannikkal House, Kannamali, Po Cochin

DECLARATION

I Pravitha A P, hereby declare that the above-furnished information is true to the best of my knowledge and belief. I am confident that, with my good analytic skills. I would be able to contribute significantly.

Place: Ernakulam
Date:

Yours sincerely,
Pravitha A P