

# Amrutha Sivadas

## Carrier Objective

To obtain a position that will allow me to utilize my skills, experience, and willingness to learn in making an organization successful.



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☎ 9539690934

📍 Thonickavayalil(H), Udayamperoor p.o Udayamperoor, Ernakulam,

## WORK EXPERIENCE

### **Sales Coordinator - Creative Ext-Int Solutions Pvt. Ltd**

*With the effect from 02/2021*

*Kakkanad*

#### *Achievements/Tasks*

- Manage and Coordinate the Marketing teams.
- Submit daily marketing report to Managing Director
- Assist to find out new business to company and ensure customer satisfaction.
- Collect the BOQ details from Architects and check the quotations are submitted on time.
- Attend the Business meetings.
- Checking online tenders.
- Payment follow up in time.

*Contact: Mr. Jijesh (Project Manager) - 9562433240*

### **Business Development Executive-DDRCSRL**

*12/2018 – 02/2021*

*Ernakulam*

#### *Achievements/Tasks*

- Responded to emails and other correspondence to facilitate communication and enhance the business processes.
- Status updation to the companies based on the appointment fixed.
- Taking the final reports and sending it to the respective companies.
- Raising monthly invoices to the companies.
- Following up on the pending payments from the corporate clients.
- Send monthly bills to SRL and follow up payments.

*Contact: Ms.Amitha ( Admin) – 7559983187*

### **Media Consultant – Omnes Media**

*11/2017 – 05/2018*

*Aluva*

#### *Achievements/Tasks*

- Engaged in preparing profiles or magazines from different countries such as the US, UK, Germany, Switzerland, etc. by verifying the given details.
- Ensure and verify the accuracy and precision entered data by reviewing, correcting, deleting, or re-entering.
- Contributing to the team effort by accomplishing the related tasks as and when assigns and needed.
- Maintaining clients and or business partner's confidence through protecting our operations and securing information confidentially.

*Contact: Mrs.Jaseena (HR) - 9447224119*

## PERSONAL PROJECTS

### **Desktop Sharing (05/2015 – 10/2015)**

- Desktop sharing is an application which is useful to handle systems from other location and solve problems. This application is useful or lab in charge to handle all systems in a lab and also help to monitoring students. In this system all systems in a lab is connected to a server which is controlled or handled by the admin. This enhances the work efficiency of the administrator and also reduces the physical work strain.

## SKILLS

Languages - Java, PHP, C++, My Sql

Platforms - Windows, Linux

## INTERESTS

## LANGUAGES

English, Malayalam, Tamil

Dance, Hearing Music, Traveling

## EDUCATION

**MCA - Sree Narayana Gurukulam Collage**

*09/2015 – 11/2017 Kolencherry*

**BCA - Jai Bharath Artsand Science Collage**

*06/2013 – 09/2015 Perumbavoor*

**PLUS TWO – St. Joseph’s CGHSS**

*06/2011 – 10/2012 Thripunithura*

**10<sup>th</sup> - St. Joseph’s CGHSS**

*2010 Thripunithura*

## DECLARATION

I hereby declare that all the details furnished above are true to best of my knowledge. I will discharge my duties with utmost truth and sincerity.

Thanking You,

Amrutha Sivadas