

CIRRICULUM VITAE

NAVEEN RAM TADI



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Career Objective:

Seeking for a good position in quality environment that encourages continuous learning and creativity that enables to build new ideas and to be a part of dynamic growth of organization.

Educational Qualification:

- Bachelor's Degree (B.SC-M.E. Computer's) From S.K.B.R COLLEGE (Andhra University- Attested) Passed in March- 2009.
- Intermediate From ADITYA JUNIOR COLLEGE Passed in March–2006.
- S.S.C from SOBHANA E.M. HIGH SCHOOL Passed in March 2004.

Work Experience:

- Currently working in Legacy Smart Employment Service in the Sales Department (Credit Cards & Loans).
- Having 5+ years of experience in Customer Care & Sales Department in Du Telecom LLC.
- Having 2.5 Year Experience in Arrow Pipes & Fittings FZCO as Technical Support

JOB PROFILE:

DU TELECOM LLC- UAE

- Formulate daily and weekly sales and activities reports.
- Responsible for the store's staffing, stocks, and finance (cash control, reports, etc.).
- Develop and implement new strategies to increase sales of the store.
- Responsible for achieving high customer satisfaction through high-quality service delivery.

- Maintain complete knowledge of products/offers being introduced in the market and promptly update the team accordingly.
- Ensure Cross-sell/Upsell targets of the team are met on regular basis.
- Explain the team their objectives and contribute to managing team objectives through team work.
- Maintain high Motivation level & Moral of the Team by regular team meetings & motivational exercises.
- Ensure all queries/Complaints/escalations generated by the team are followed up and are resolved in the specific Turnaround time.
- Responsible for setting and exceeding monthly and yearly sales objective, provision of competitive information and regular sales forecasts.

Organizing teams to deliver the right solution, at the right time, in the right way with the right quality, nurture Client relations and uncover opportunities for additional customer support.

ARROW PIPES & FITTINGS FZCO:

Managing local and export deliveries of pipes and fittings with a team.

- Validating and verifying details with reference to the Customers Order.
- Coordinating with the Sales team, Yard supervisors and Accounts to complete customer orders.
- Working on Inventory systems and preparation of documents related to deliveries.
- Resolving customer queries through Calls and E-mails.
- Updating Mill Test Certificates in the data base systems.
- Assisting the customs documentation team by cross checking stock with the internal inventory system.

Personal Skills:

Positive attitude, persistency, sound in decision making, comprehensive problem solving abilities, excellent verbal and written communication skills, ability to deal with people diplomatically, deep sense of commitment, ability to work in a group, enthusiasm in learning new things, adaptable to change

Technical Skills:

Good knowledge of computer fundamentals including DOS, Microsoft Office. Experienced in working under Windows XP, Windows 2000 and 98 environments.

Typing Speed:

- 40 Words / Min

Personal Details:

Name	T. NAVEEN RAM
Date of Birth	05/06/89
Father's Name	SRI. NARASIMHA RAO
Gender	MALE
Nationality	INDIAN
Marital Status	SINGLE
Languages	English, Hindi, Telugu
Passport No	V2885583

Declaration:

I hereby declare that the above furnished information is true to the best of my knowledge, to serve reliable in your esteemed organization.

Date:**Place: UAE**

(Naveen Ram Tadi)