



# Saiprasad Kesipedi

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Dubai

## OBJECTIVE

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Im a person who always intrested to play major role where I work and intrested to learn new things to complete the task which assigned to me with in the scheduled time.Now I'm looking for a job which helps to me in professional and personal growth.

## EXPERIENCE

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2024

January -  
2024

- **Customer Support & Sales , Dubai**  
Cresdata information technology, Dubai
  - \* Handling Large number of Calls,Mails etc
  - \* Handle customer queries and solving
  - \* Preparing Sales Reports
  - \* Maintaining a database of Existing. customer information
  - \* Maintaining good relationships with customers
  - \* Troubleshooting the issues
  - \* Explaining offers to Customers.
  - \* Communicating with customers through various channels
  - \* Explaining Product knowledge to Customers.

2024

January -  
2024

- **Administration**  
Cyient.ltd
  - \* Making staff's attendance and schedule to be updated every week
  - \* Photocopy, printing, scanning of files and documents.
  - \* Following organizational policies and procedures
  - \* Organizing employee paperwork
  - \* Setting up online conferences
  - \* Supervise other staff and delegate responsibilities
  - \* Booking meeting rooms as required
  - \* Database administration
  - \* Data entry and record keeping
  - \* Making travel arrangements
  - \* Manage office supplies

2020 -

2023

- **Cashier cum Sales Man**  
Sangeetha Electronics Stores
  - \* Accepting payments
  - \* Refunds and exchanges
  - \* Keep reports of transactions
  - \* Coupons or Voucher's Claiming
  - \* Meeting or exceeding sales goals
  - \* Explaining Product details to customers
  - \* Negotiating and prices
  - \* Provide customers with information about Products
  - \* Provide offers information
  - \* Closing Sales

EDUCATION

- 2016

- Diploma in ECE  
STATE BOARD OF TECHNICAL EDUCATION & TRAINING  
75
- 2013

- SSC  
ZPHS School Bheemaram  
7.5%

SKILLS

\* Talking Skills \* Communication Skills \* Ms.Excel \* MS Word \* Power Point \* Documentation \* Time Management \* Multi Tasking



LANGUAGES

- 1. English 2. Hindi 3. Telugu

PERSONAL DETAILS

- Date of Birth : 21/06/1998
- Marital Status : Unmarried
- Nationality : Indian
- Religion : Hindu
- Passport : U7565748
- Gender : Male
- Place : Hyderabad