



TERESA LINNET LAWRENCE

ACCOUNTS / ADMIN ASSISTANT

About Me

Seeking a challenging and rewarding opportunity with an organization of repute which recognizes and utilizes my true potential while nurturing my analytical and technical skills in the field of Admin / Assistant Accountant. An enthusiastic and energetic professional with strong communication, management and leadership skills.



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Dubai, United Arab Emirates

LANGUAGE

- English
- Telugu
- Hindi

EXPERTISE

- Management Skills
- Creativity
- MS Applications
- Negotiation
- Critical Thinking
- Leadership

EXPERIENCE

INDUSIND BANK

BUSINESS DEVELOPMENT EXECUTIVE

MAY 2023 - PRESENT

- Familiarizing myself with all products and services offered by our company.
- Procuring new clients through direct contact, word-of-mouth, and collaboration with the marketing department.
- Attending networking activities to research and connect with prospective clients.
- Maintaining meaningful relationships with existing clients to ensure that they are retained.
- Suggesting upgrades or added products and services that may be of interest to clients.
- Crafting business proposals and contracts to draw in more revenue from clients.
- Negotiating with clients to secure the most attractive prices.
- Equipping staff with the technical and social skills needed to enhance sales.
- Reviewing clients' feedback and implementing necessary changes.

THE MUTHOOT GROUP

LOBBY EXECUTIVE

APRIL 2022 TO OCTOBER 2022

- Preparing, organising and storing information in paper and digital form.
- Dealing with queries on the phone and by email
- Greeting visitors at reception.
- Managing diaries, scheduling meetings and booking rooms.
- Typing up letters and reports.
- Printing and photocopying.
- Liaising with staff in other departments, e.g. finance, HR.

EDUCATION

Samata Degree College, Visakhapatnam

Bachelor of Commerce

Jan 2018 -- Dec 2021

PERSONAL DETAILS

- DOB - 03/01/1999
- MARITAL STATUS - SINGLE
- VISA STATUS - VISIT VISA
- NATIONALITY - INDIAN
- RELIGION - CHRISTIAN