



V.KIRAN KISHORE
Position: Sales & Admin
Executive

CONTACT

0507531260

Email: kirankishorevatti14@gmail.com

Address: Hamdan Street, Abu Dhabi

PROFILE

A Sales & Admin Executive position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encourage and permitted to be an active participant as well vital as well vital contribute on development of the company.

PERSONAL INFORMATION

Date of Birth : 14/07/1994

Marital Status : Single

Visa Status : Visit Visa

LANGUAGE KNOWN:

- + English
- + Hindi
- + Telugu

EDUCATION

- + S.S.C At B.V & B.N High school , (Chirala)
- + Intermediate at P.R. Govt Juniour College (Kakinada)

TECHNICAL QUALIFICATIONS

- + Knowledge in MS-Windows (99, xp, 7, 10)
- + Photoshop Digital Designing
- + Audio and Video Editing
- + MS-Office (Word, Excel, Power Point, Access),
- + English,Telugu typing skills,

WORK EXPERIENCE

- + 18 Month Experience as a Sales Executive in Lalithaa jeweler Mart.
- + 05 Years' Experience as an Admin in Reliance Insurance Company.

RESPONSIBILITIES

- + Receiving and processing purchase orders.
- + Issuing sales transaction invoices.
- + Verifying orders, including customers' personal information and payment details.
- + Contacting customers by phone or email to answer queries and obtain missing information.
- + Maintaining and updating sales and customer records.

SKILLS

- + Able to Perform Clerical duties as needed
- + Positive attitude and excellent interpersonal skills
- + Demonstrated ability to maintain good manners and efficiency in routine professional duties

HOBBIES

- + Photography, swimming, Reading of Story and Traveling

DECLARATION

I do here by declare that the above particulars are true and correct to the best of my knowledge.