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Dhanushkodi Pradeep Maleparambil (H)
Kattappana P.O KIattappana. Idukki



DHANUSHKODI PRADEEP

CAREER OVERVIEW

I manage secretarial duties like sorting and sending mail as a professional. To keep the office tidy and clean for guests or clients, I maintain an inventory of office supplies and place fresh orders as necessary.

EDUCATION

- **BA English language and literature with journalism**
Institution: Mahatma Gandhi University
Year of Graduation: 2023
- **COMPUTER SCIENCE**
Institution: ST JEROMES HSS
VELLAYAMKUDY
Year of Graduation: 2020 | 67%
- **SSLC**
Institution: ST JEROMES HS
VELLAYAMKUDY
Year of Graduation: 2018 | 90%

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Photography
- Video and photo editor [Mobile]

ACHIVEMENTS

- Volunteering certificate in NSS pre-Republic day parade camp- 2021 held at Mar Baselios College of Engineering and Technology , Trivandrum
- Participation in 3 days NSS leadership camp in St Mary's College Kottayam

PROJECTS

- Completed a project based on the topic (IMPACT OF INFORMATION TECHNOLOGY AND MEDIA DEVELOPMENT IN JOURNALISM)

PROFESSIONAL EXPERIENCE

Customer Sales Executive

Fine Fair India Pvt .Ltd | 2023 - Present

- Setting sales goals and developing sales strategies
- Researching prospects and generating leads
- Contacting potential and existing customers on the phone, by email, and in person
- Handling customer questions, inquiries, and complaints
- Looking for new business or clients
- Negotiating sales deals with clients

Sales Man

Mobile Shop | 2021- 2022

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling.

Internship

Government Suchitwa Mission | 2015 - 2016

- Served as internship trainee in district GOVT Suchitwa mission , Pathanamthitta for 'Thelineerozhukum Navakeralam' campaign.

ACTIVE PARTICIPATION

- Guided in school and college programs Participation in school kalolsavam (state "Mine" winner for 2 times)
- Participation in school work experience fair and science fair

REFERENCE

Saneesh Vijayan
Manager | Fine Fair India Private Limited
saneeshvijayan18@gmail.com
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LANGUAGE

- Malayalam (Native)
- English (Advanced)
- Tamil (Advanced)
- Hindi (Basic)

PERSONAL STRENGTH

- Leadership
- Teamwork
- Dedication
- Open-mind
- Listener