

RESUME

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Career Objective - To enhance my educational and professional skills in a stable and dynamic workplace and obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Work Experience –

1. Currently working with **EdgeSoft Corp IT India Pvt. Ltd** as an **Associate Product Manager** since November 2021 to January 30. (Process wound up)
 - Cold Calling and introducing company's product setting up appointments.
 - Follow ups and Sending emails.
2. **Freelancer** at **Dngk** from December 2015 to October 2021.
 - Design and implement overall recruiting strategy.
 - Develop and update job descriptions and job specifications.
 - Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
 - Source and recruit candidates by using databases, social media etc.
 - Screen candidates resumes and job applications.
 - Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule.
 - Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
Act as a point of contact and build influential candidate company relationships during the selection process.
3. **Docmation LLC** as a **Business Development Manager, Hyderabad** (Staffing & Recruiting) from April 2015 to August 2015.
 - Working with existing clients and getting requirements from them.
 - Finding out openings at different organizations relevant to the skills of the candidates.
 - Contact new vendors for any openings with their clients.
 - New client acquisition.
 - Contact and discuss JD with the candidates.
 - Screen and interview candidates.
 - Prepare candidates before interview with clients.
 - Keep detailed records of past applicants' information, including resumes, assignments and interview evaluations.

- Rate negotiation with third party vendors and Clients.
 - Submission of matching resumes.
 - Scheduling interviews with clients.
 - Documents verification and submission.
4. **People Tech Group** (Dec 2011 to Feb 2015) as a **Business Development Manager**, Presales (ERPs & Mobile Apps) (US & PAN India)
- Doing market research and finding out new prospects for company's services.
 - Recording and maintaining a database of the list of prospects to be approached for client acquisition.
 - Cold calls and introduction of company's services.
 - Email campaigns and follow ups.
 - Appointment setting with the Project manager for further discussion.
5. **DELL International Services Pvt. Ltd.** (Nov. 2009-Aug 2011) as a **Sales Executive** in US E&A Sales Dept
- Handling inbound calls.
 - Assisting home consumers with their queries and purchases.
 - Sales (Laptops, Desktops, Electronics and Accessories, software solutions etc.)
 - Upselling and all presales activities.
 - Updating the database.
6. **GENPACT** (Sept. 2007-Sept. 2009) as a **Collections Executive** in Sales Finance Dept - Attending the automated outbound calls and collecting payments from the credit card users.

Skills -

Communication skills, Customer Care, Sales, Team Handling, Handling escalation calls, Market Research, Lead Generation, Cold calling, Business Development, Client acquisition, Client retention. Staffing and recruitment, Negotiation.

Academics – MBA (Marketing) from Sikkim Manipal University, HYD.

Technical Qualifications - Computer fundamentals and basics, Internet browsing, MS Word, MS PowerPoint, MS Excel, SEO

Personal Details -

Name - D N GRACE KUMARI
Address - Visakhapatnam, Andhra Pradesh, INDIA – 530016
Passport – Valid till 2025
Date of Birth - 15th of October, 1983
Place of Birth - Odisha, INDIA
Marital Status – Single

