

PRAVEEN B

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CAREER OBJECTIVE

Motivated and hardworking professional seeking a position in Sales, Telecalling, or Data Entry where I can use my communication skills, computer knowledge, and customer-handling abilities to support business growth and deliver excellent service.

WORK EXPERIENCE

Tele Executive — Bliss Holidays (2024–2025)

- Handled inbound and outbound customer calls effectively
- Explained holiday packages and services clearly to customers
- Assisted customers with booking, scheduling, and travel inquiries
- Maintained accurate customer data and updated records daily
- Followed up with customers to ensure successful conversions
- Provided customer support and resolved basic queries

Sales Executive — Sankar Infra Project (2023–2024)

- Conducted telecalling and follow-up with potential customers
- Explained project details and answered customer questions
- Maintained daily sales reports and customer tracking sheets
- Coordinated with the sales team to achieve monthly targets
- Handled customer visits and guided them through project sites
- Ensured proper documentation and data entry for sales records

EDUCATION

B.Sc Computer Science

EGS Pillay Arts and Science College, Nagapattinam

HSC

The Merit Higher Secondary School, Thiruvarur

SSLC

The Infant Jesus Higher Secondary School, Nagapattinam

SKILLS

- Telecalling & Customer Handling
- Data Entry & Typing
- MS Office (Word, Excel)
- Computer Knowledge
- Communication Skills
- Sales & Lead Follow-up
- Basic Record Management