#  Curriculum Vitae

# S. ANITHA

**Email: anitagee.09@gmail.com 33333333333 Mobile: +91 824 808 2578**

**Career Objective:**

Seeking challenging position in inside Cloud Sales domain where I can utilize my previous experience & knowledge to enhance & grow along with company both professionally & personally.

**Profile Summary:**

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* About 2+ years of overall of experience with 1+ year of experience in Cloud Sales domain.
* Experienced & expertise in providing end to end cloud sales process.
* Having conceptual knowledge on various cloud products like ECS, OPDC, Google cloud etc.
* Handled general administrative and office management procedures.

**Work Experience:**

### Customer Life cycle Manager: NxtGen Data Centre & Cloud Technologies

* Worked as IT Inside Sales life cycle manager involving selling cloud products
* Scheduled appointments and meeting with prospect clients for business development.
* Follow – up with existing clients related to issues and resolving it.
* Handled reports related to business process to regional head and management.
* Generated service order and other process related documents.
* Raising invoices and follow up with payment outstanding.
* Remainders to clients for payment (default clients).
* Interact with team leader to solve client disputes.

### Administrative Officer: Brilliant Matriculation Hr. Sec. School

* Part of energetic administrative team which involved day to day school activities.
* Interact with teachers and scheduling class periods.
* Maintain records & updating attendances.
* Maintaining regular cash & daily expenses.
* Responsible for parent and teacher coordination.
* Maintaining records relating to school, students, and co- workers.

**Education & Training:**

 **Jul 2006 – May 2008 Master of Science (Information Technology)**

 Bharathidasan University – Trichy

 **Jul 2003 – May 2006 Bachelor of Computer Application**

Bharathidasan University - Trichy

**Professional Skills:**

* Experience in working with Microsoft Office

**Language Skills:**

* Tamil - Fluent
* English – Fluent
* French – Intermediate

# Personal Details:

Date of Birth : 08.09.1984

Husband’s Name : K. Lakshminarayan

Marital Status : Married

Present Address : E-4, Phase-2 TVS Nagar, Thally Road, Hosur – 635 109.

Date: Signature

Place:

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