

PRATHIBHA PV

Date of Birth: 11, Dec, 1992

Address: JP Nagar, 1st phase, Bangalore-78

Marital Status: Single

Nationality: Indian

Languages: English, Kannada, Telugu, Hindi

Contact Info

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PROFILE

- Data Analyst
- Web searching, Lead generation, Email marketing.
- Good in Advanced Excel, Shortcuts, VLOOKUP, HLOOKUP, Conditional formatting.
- Email writing, CRM
- Has worked in a startup, independently.

WORK EXPERIENCE

MENDIOS TECHNOLOGIES (webMOBI) [Aug, 2016 – Sep, 2017; 13months]

Data Analyst

- Responsible for Data Research, Data Mining, Web research, data cleansing, data extraction and validation etc.
- Updating the leads information in the Zoho CRM, sending out the email campaign from the Zoho email Campaign.
- Sending the emails to the leads, following up with them.

TAPASYA LEARNING PVT. LTD., [Nov, 2015 – Jul, 2016; 9months]

Data Entry Operator/DTP

- Vital role in preparing the study materials for 12th and 11th standards
- Conducting the Pre annual exams
- Updating scores and maintaining the progress report of every pupil
- Sending out the progress information to the Guardians

LSS RENEWABLE ENERGY [Feb, 2015 – Nov, 2015; 10months]

Customer Service Coordinator

- Sending Quotations about the Products(SWH)
- Sending emails to the customers regarding the SWH products & Services
- Taking appointments for the service
- Coordinating with the service engineers
- Preparing the Service engineers monthly reports

INDUSTRY VERTICALS

Information Technology, Education, Non IT

EDUCATIONAL QUALIFICATION

Bachelor's Degree in Computer Science (54%) from MSCWB, Bangalore
Hindi Uttama(Equivalent to +2)

TECHNICAL SKILLS

- HTML, Zoho CRM
- MS Office tools, Advanced Excel, VLOOKUP, Hookup, shortcuts, conditional formatting.
- MS office tools
- Email writing, Typing (35-40 WPM), Kannada typing
- Data mining, extraction using Leadfuze, Import.io, Web Scraper, Crawling
- LinkedIn, Face book, Leadfuze
- 6months Desktop Publishing(DTP) Certification Course

REFERENCES

Available on requests