

KARTHICK RAJA A

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SUMMARY

Dynamic and adaptable professional with experience across multiple roles, including Sales Executive, Data Entry, Delivery Executive, and Billing Executive. Possessing strong communication and organizational skills, I excel at managing client relationships, handling data accurately, and ensuring timely deliveries. With a solid foundation in digital marketing, I am adept at using online platforms to drive business growth. My ability to quickly adapt to new environments and take on various responsibilities makes me a valuable asset in any fast-paced setting. Seeking to leverage my diverse skill set and drive positive results in a challenging and growth-oriented role.

PROFESSIONAL EXPERIENCE

- **Sales Co-Ordinator**, Vanitha Fireworks Industries, Sivakasi (October 2021 – December 2024)
Assisting with Sales operations and coordinating billing tasks.
- **Sales Executive**, Reliance Retail Pvt. Ltd., Chennai (March 2019 – March 2020)
Achieved sales targets and provided excellent customer service.
- **Data Entry Operator**, ECHS (January 2018 – January 2019)
Maintained accurate data records and ensured timely data management.

SKILLS

- Sales and Billing
- Customer Handling
- Data Entry
- Leadership
- Digital Marketing
- Building Design

TRAITS AND STRENGTHS

- Quick adaptability to new environments.
- Strong interpersonal and communication skills.
- Effective problem-solving abilities.
- Team-oriented with leadership qualities.
- Ability to remain calm and perform efficiently under pressure.

EDUCATION

Bachelor of Civil Engineering

2013-2017

Jaya Suriya Engineering, Chennai

- Second Class with **6.2 GPA**

ADDITIONAL INFORMATION

- **Languages:** English, Tamil.
- **Certifications:** Professional Diploma in Building Design, Selling Skills and Digital Marketing

Awards/Activities:

- Achieved distinction in UCMAS Abacus Grade 8 Level.
- Secured First Prize in the Smart Think Competition at Jayasuriya Engineering College.
- Secured Second Prize in the General Quiz Competition at Jayasuriya Engineering College.