



Sushma Uloormatt

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Resident Visa : **Valid till 21st November 2022**

OBJECTIVE:

As a self-motivated individual looking for a competitive and professional environment, where I can enhance my skills and willing to work as a key player in challenging and creative environment.

Key Skills

- ☐ Recruitment & Screening
- ☐ Compilation & Process Attendance Data
- ☐ Advertising & Shortlisting
- ☐ Conducting Interviews
- ☐ Working as Independent and Team Player
- ☐ Good Experience in Coordination
- ☐ Effective Communication Skills
- ☐ Maintaining the company's existing relationships with a client or group of clients.
- ☐ Handling and Resolving complains of Employees

Professional Work History



August, 2018 December, 2018

Quinpro Info Solution Private Limited

Key Account Manger



Responsibilities

- Develop trust relationships with a portfolio of major clients to ensure they do not turn to competition.
- Acquire a thorough understanding of key customer needs and requirements.
- Expand the relationships with existing customers by continuously proposing solutions that meet their objectives.
- Ensure the correct products and services are delivered to customers in a timely manner.
- Serve as the link of communication between key customers and internal teams.
- Resolve any issues and problems faced by customers and deal with complaints to maintain trust.
- Play an integral part in generating new sales that will turn into long-lasting relationships.
- Prepare regular reports of progress and forecasts to internal and external Stakeholders using key account metrics.

- ❖ April, 2015 to August, 2015
- ❖ August, 2014 to November, 2014

**Randstad India Private
Limited.**



Data Processing Executive

Responsibilities

- Pay attention to details and input data correctly and accurately.
- Compile, sort and organize data to be entered into the Spread Sheets.
- Manage and handle data processing functions on a day-to-day basis.
- Process, verify and record data relating to the project files.
- Interact with cross-functional teams to process and integrate related data.
- Process related informational data and forward to appropriate personnel for approval.
- Initiate and implement best practices and standards in data processing functions.
- Maintain and update workflow record regarding work completed and work pending. Internal company transfers

Academic Qualifications

Qualification	Institute	Year of Passing
Master in Computers	Visvesvaraya Technological University, INDIA	2013
B.Sc. in Computers	Bangalore University, INDIA	2009

PERSONAL DATA

Husband : Madan Kumar
 Date of Birth : 2nd October 1986.
 Passport No : L3567052
 Marital Status : Married

LANGUAGES

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- ☒ English
 - ☒ Kannada
 - ☒ Hindi
 - ☒ Telugu

Reference will be provided on demand.....