

SALINI PATI

9002108927 shalinipati75308@gmail.com
11th lane, Govind Vihar, Berhampur

ABOUT

I am a quick learner and thrive in fast paced environments and seeking opportunities to work with dynamic team where I can contribute my skills and grow as a professional.

PERSONAL DETAILS

Date of birth :- 11 May 2000
Language Known :- English, Hindi, Odia, Bengali
D/O :- Late Rajesh Kumar Pati.
Gender :- Female
Marital Status :- Unmarried

PROFESSIONAL EXPERIENCE

VIKAASH INDIA PRIVATE LIMITED

May 2024 - Present

Assistant Manager

Management of the employees and coordinating with businesses to aware Vikaash India mission and vision to make new clients.

TDS GROUP

December 2023- May 2024

Assistant Team Leader

Hiring and Training new team members in company policies and procedures. Handling CRM . Monitoring work quality to ensure that it meets company standards and reporting to higher authorities.

JD ASSOCIATES

July 2023- December 2023

Inbound QC

To generate leads by contacting and counselling potential customers for various services
Worked for Inbound process for Claims Nidan and Cars 24 .

EDUCATION & CERTIFICATIONS

Diploma in Computer Applications and Accounting

SEPIA INSTITUTE OF TECHNOLOGY,
Chittaranjan, WB

HS (Science)

NIOS

Matriculation

St. Joseph Convent Higher secondary school (ICSE)

SKILLS

Microsoft office
Tally
HTML

CRM
Critical thinking skills
Excellent communication skills

Team management
Proactive and self-motivated
Organisational skills