**SRUTHI RAJAN**

Edmonton, AB Mobile: 780-224-2860 Email: [sruthirajan2011@gmail.com](mailto:sruthirajan@gmail.com)

**OBJECTIVE**

Highly motivated and passionate professional with a focus on diversity, equity and inclusion seeking an opportunity to associate with an organization to enhance my skills and be a part of the team that helps me to excel in work towards the growth of the organization. Exceptional communication and problem-solving skills to bring a positive change to any working environment.

**TECHNICAL COMPETENCIES**

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| --- | --- | --- | --- |
| * Customer Service | * Resource Optimization | * Planning Scheduling | * Team Work |
| * Quality Control | * Quantity Survey | * Sales Negotiations | * Planning & Scheduling |

**IT SKILLS**

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| --- | --- | --- |
| * MS Office Suite | * ACONEX Process & Project Management Software | * Knowledge of AutoCAD |

**QUALIFICATIONS**

* Bachelor of Civil Engineering from Anna University, Chennai, India in 2015.

**PROFESSIONAL EXPERIENCE**

**Mulla Ali International General Trading Co, Kuwait Sales Associate Jul 2020 till Dec 2023**

**(Faddan Group Company)**

* Handled inbound customer inquiries across email and phones.
* Presented our products in the events and conferences to familiarize with the product and brand
* Managed good customer relationships and interactions through all stages of the sales cycle which helped us to retain our customers.
* Implemented a sales strategy by posting sales offer in social media pages which increased our overall sales by 5%.

**TRAININGS**

* Training at Bhaggyam Construction Pvt Ltd. for the project: Pragathi Residential Tower at Chennai.
* Training at Larsen & Toubro Construction Ltd. for the project: Godrej Palm Grove Residential Tower at Chennai.
* Industrial Training at Pallavaram Tanners Industrial Effluent Treatment Company ltd.

**REFERENCES**

|  |  |
| --- | --- |
| * Dinesh Krishnamoorthy (Senior Engineer)   [dinesh@faddan.com](mailto:dinesh@faddan.com); +965 96620125 | * Muthuvel Ammayappan (Manager)   [muthuvel.a@faddan.com](mailto:muthuvel.a@faddan.com); +965 50839643 |