

A. Laxmikanth  
Attach to Resume

To,  
Managing Director,  
MPIPL.

Date: 05.08.2011

Thru  
DGM-ADMIN.

Sub: Application for the Post of Asst. Manager - Sales.

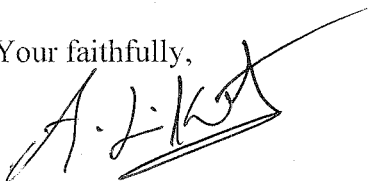
Dear Sir,


With reference to the above post, I, A. Laxmi Kanth ( Asst. Manager, Customer Relations) would like to offer my candidature for the post of Asst-Manager, Sales.

I am herewith enclosing my resume, if you give me an opportunity; I assure you that I will discharge my duties to the satisfaction of the management.

Thanking You.

Your faithfully,

  
A. Laxmi Kanth.  
Asst. Manager  
Customer Relations.

Shifting to sales  
Went 1.1.012  


NOTE

Schem,  
Mr. Laxmikanth wants to take care  
Corporate sales in place of Mr. Anand  
who resigned.

Kindly advise Sir





## CURRICULUM VITAE

H.No. 12-1-1-C/13,  
Satyanagar,  
Lalapet,  
Secunderabad-17.  
Ph.No: 040-27051049  
Mobile: 9848545119

### A. LAXMIKANTH

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#### OBJECTIVE

Looking forward for a position that builds my career, gives me scope in coming up in life. I wish to build my professional and personal abilities and work like to take up assignments, which gives me energy and flexibility. I would like to work in a place where my ability and skills are exploited, and hold a good position of responsibility with the scope of career growth

#### STRENGTHS

Effective interpersonal and communicative skills. Ability to convince people by giving them a patient hearing and understanding customer requirements. Great dedication towards work, Sincere, Committed, optimistic and hardworking.

#### ACADEMIC

- Bachelor of Commerce from Osmania University.
- Pursuing M.B.A from ICFAI University Hyderabad.

#### SKILLS

- Typing (Higher)
- General Computer Skills as on **Windows Operating System**
- Knowledge in user packages like: **Ms- Office**.

#### ATTRIBUTES:

- To accomplish the assign work in time.
- To do my duty to achieve best results.
- Sharing and co-operating the information with Management and Staff.
- Patience and perseverance are as my assets.
- To be honest and work sincerely for the development of the firm.



- Maintaining healthy relationship with customers/management and staff.

### **WORK PROFILE**

- **Working as Assistant Manager Customer Relations with Modi Properties and Investments Pvt. Ltd., Ranigunj, Secunderabad, since August 2006.**

#### **Nature of Work**

- Obtaining Project approvals from the bank.
  - Motivating the default customers.
  - Assisting Customers to obtain housing loans.
  - Liasoning with banks.
  - Assisting in Registration Process.
  - Credit control.
  - Customer Relations.
  - Coordinating with project engineer as well as Customers for civil work progress
- **Worked as PDE (personal discussions executive) for a period of 6 months (January 2006 to July 2006) in ASTITUTE CORPORATE SERVICES (DSA of CENTURIAN BANK OF PUNJAB), Somajiguda.**

#### **Nature of Work**

- Fixing appointment with the Personal loan applicant.
  - Having personal discussion about the applicant. (i.e. about the eligibility)
  - Verification of the originals of the copy's submitted.
  - Forwarding the Genuine applicant for further loan procedures.
- **Worked as Retention Executive for a period of 1 year (October-2004 to November 2005) in INFOVISON GROUP (IVG) (AVIVA INSSURANCE), Begumpet.**

#### **Nature of Work**

- On the basis of data provided by Head Office, track down the defaulted customers and give contact info to telecallers.
- Sharing the updated information with the telecallers.
- Recover the due installments when the customer is willing to pay at his convenient time and place.



- Worked as collection executive for a period of 1 year (September -03 to September-04) for ALANKRITA AGENCY a sister concern of TATA INDICOM.

**Nature of Work**

- On the basis of data provided by TATA INDICOM, track down the defaulted customers.
- Convincing the customers to pay the due bills and continue with the services.
- Recover the due installments when the customer is willing to pay at his convenient time and place.

**TECHNICAL SKILLS**

- Typing (Higher)
- General Computer Skills as on Windows operating system.
- Knowledge in user packages like Ms-Office and compatible.

**PERSONAL PROFILE**

Father's Name	:	A. Sadharma
Date of Birth	:	26 <sup>th</sup> June 1978
Marital status	:	Married
Religion	:	Hindu
Nationality	:	Indian
Languages Known	:	English, Hindi and Telugu
Hobbies	:	Listening Music, watching T. V.

Place: Hyderabad

Date: 5-8-2011

  
(A. LAXMI KANTH)

