



Roles and Responsibilities

Tribhuvan.D

**IT Manager & Operations (Support Services)
Human Resource & Talent Acquisition
(South Zone)**

Complete IT and Backend Systems Management, Branding , Social Media Management, Content Marketing, PPC , Organic Traffic , Create and edit videos, CRM Application Software , Assigment of new login ids for Application CRM software ,Management, Backups, Database Management , Cloud , All IT peripheral Trouble shooting and diagnosing Management, Website and Portal management, Content marketing, Search engine management services , GT Metrics, Handling, SEO, SEM, SMM, CTR, Lead generattions, Paid ads services, AI (General) and Office automation works , Google Page rank manage, Data analytics, ORM management, Server and Cloud Configutations and Management, Design services includes , Brochure, leaflet, palmplates, Logos, Content, creations, + Human resource management with talent acquisition, sourcing candidates, add placements, Recreruitments, all human resource management process management.

Sandhya Chitluri

Sr. Sales Associate (South zone)

Sales and Marketing operations, Hadling dealers, Handling Customers, Lead generation and management , Bank visits for promotions and lead generation, National portal management, Knowledge transfer to new trainees new joiners, client document collections, assignment of new site surveys to new customers. Commercial Feasibility, load upgradation, Customers payment handling.



Roles and Responsibilities

Pavan Sadhasivuni
Sales & Inventory Associate

Sales, dealer management, site surveys, material dispatch handling and management, documentation submissions to discoms, material purchase and transport from vendor to technicians, cheque collections, cheque deposits, all kinds of office outbound and inbound works, customer followup;s , out station works,

Usha
Branch Office Co- Ordinator
(South Zone)

Handling of Existing customers , Tata leads follow up, indiamart and just dial lead management, Quotation Sending, Feasibility Management, Backend office management works

Madhavi
Process Associate

Backend Process of PM Surya ghar scheme work process includes net metering, documentation and other related documentation works related to solar rooftop process for new customers , all dcr certificate works

Akbar Sila
Quality Control Associate

Quality and inspection management, site surveys, as per tata guidelines, QC inspections local and outstations as per the specification and gudeliness.handling customers complaints



Roles and Responsibilities

Dolly Rao

Process Associate

Biometric attendance handling, National Portal work , loan process, backend Documentation works, + net metering process, Quotation sending , S no. Generations, handling 3 dealers gudivada apparao,pavan sir, mahesh and ramesh along with IVR calls management. Supporting to sandhya for client works

Sunitha inti

Process Associate

Biometric attendance handling, National Portal work , loan process, backend Documentation works, + net metering process, Quotation sending , S no. Generations, handling 3 dealers Suresh bonda, Trinadharao, Adinarayana, Bapiraju and Adithya along with IVR calls management. Supporting to

Santosh

Field Associate Executive

Out bound field works, Documents dispatch , Inventory material purchase from vendors, and other field works

Meenakshi

Accounts Department

AR, BR, AP, Puchase management, Invoice and billing, way bills Handling, cash manahgement, Tally entry's, Book keeping, ledger management, vohure handling

Malla Jyothi

Accounts Department

AR, BR, AP, Puchase management, Invoice and billing, way bills Handling, cash manahgement, Tally entry's, Book keeping, ledger management, vohure handling