#### SANTHOSH REDDY

sanredd2710@gmail.com

+91 9346704740

**PROFESSIONAL EXPERIENCE**

**Eglinton Property Management, Houston, TX, USA May 2015 – Jan 2019**

**Regional Facilities Manager**

**Responsibilities**

* Managing maintenance of multiple properties.
* Delivering planned and property maintenance.
* Managing a team of multi-disciplined maintenance technicians and supervisors.
* Planning, directing and controlling the efforts of the Maintenance Team.
* Ensuring that all electrical equipment and machinery is in safe working order in line with current regulations.
* Ensuring that all certificates of compliance are maintained and up to date in accordance with relevant legislation.
* Designing maintenance programs.
* Delegating work responsibilities.
* Recording daily maintenance activity.
* Mentoring inexperienced or new employees.
* Running an efficient repairs reporting system.
* Responding quickly to any emergencies.
* Conducting employee performance reviews.
* Involved in the hiring on maintenance personnel.
* Running a preventive maintenance program that will minimize service repairs in the long run.
* Participating in management meetings.
* Building up maintenance teams.

**OTHER EXPERIENCES**

**Zeta Interactive, Hyderabad, India Jul 2012 – Apr 2014**

**Digital Marketing Campaign Manager**

**Responsibilities**

* Serving the clients across United States for executing the email marketing campaigns.
* Email campaign configuration and execution.
* Internal & external training of campaign process, platform tools & custom applications
* Rolling out and training clients on new tools & approaches.
* Feedback and assessment for your function's recruitment process.
* Product roadmap feedback.
* Product feature and upgrades to be documented and reviewed.
* Mentoring of Campaign Specialists.
* Gathering campaign requirements and finalizing briefing Managing the creative process if required.
* Campaign Quality Assurance and testing Campaign performance tracking & reporting.
* Managing & maintaining campaign documentation Management of campaigns and communications of time, scope, cost.
* Campaign/trigger monitoring & issue resolution management.
* Developing & maintaining internal & external training materials.
* Day to day support of platform & custom applications for self-deployment clients.
* Active participation in internal and external calls to understand upcoming projects or campaigns.
* Primary point person for the client for all things operational and campaign related.

**Wipro, Hyderabad, India Aug 2008 – Feb 2010**

**Voice Based Technical Support Executive**

**Responsibilities**

* Worked as a voice base technical support executive for HP Computers.
* Serving the customers across United States to resolve the issues with their computers.
* Guiding them thru out the process of issue resolution.
* Working on different software and hardware problem solving.
* Communicating well and educating the customers towards the product maintenance.
* Involved in internal product based sales and revenue generation.

**EDUCATION**

* Masters in Business Administration from JNTU, Hyderabad, in 2011.
* Bachelors in Maths, Statistics and Computers from Osmania University in 2008.

**PERSONAL INFORMATION**

 First Name : Santhosh

 Middle Name: Kumar Reddy

 Last Name : Tadisina

 DOB : 27-10-1985

 Email : sanredd2710@gmail.com

 Ph: +91 9346704740