#### SUJITH C

#### OPERATIONS EXECUTIVE

## PROFESSIONAL SUMMARY:

My **role** entails supporting the sales team in attaining the monthly as well as annual targets and operates with management and clients to determine business requirements. Instrumental in assuring focused and productive communication with the new and existing clients, SCM/Logistics representatives. I resolve all complex inquires from the clients and ensures customer satisfaction. I am responsible for different kinds of administrative functions essential for everyday operation of the system and fulfillment of the company offers.

## EDUCATIONAL DETAILS:

* Master In International Business –(MBA IB) from Pondicherry University, Bangalore
* Bachelor of Commerce -(B Com) from Calicut University, Kerala
* Advanced Diploma in Computer Applications (18 months) from SSi , Kerala

### TECHNICAL SKILLS:

* ERP PACKAGE : SAP R/3 AFS 6.0
* Application : MS Excel, word, Power point and Lotus Notes.

## PREVIOUS EXPERIENCE: 3

Company : MADURA FASHION & LIFESTYLE - BANGALORE

(A DIVISION OF ADITYA BIRLA NUVO LIMITED)

­ Duration : APR 2007 – DEC 2010

Designation : OPERATIONS EXECUTIVE

**RESPONSIBILITIES:**

Order entry into SAP on the basis of credit health of the clients.

* Follow up with the warehouse on dispatches and stock status.
* Coordination with the sales team on orders to be released.

Ensure timely Allocation, Delivery creation, packing.

* Ensure timely billing & dispatch of goods to customer on pre-determined -
* billing cycles.
* Raising Pro Forma invoice time to time.
* Coordination with customers to ensure timely delivery of stocks.
* Payment Follow up .
* Continuous improvement in the process and exploring new opportunities.
* May provide assistance to sales management for the preparation of weekly/monthly sales reports.
* Maintaining a healthy relationship with existing customers while opening up fresh customers.
* Providing sales and administrative support involving efficient handling of top and confidential agreements.
* Supporting the sales team in attaining sales targets.
* Communicating with regional sales team for status of order and position of sales.
* Providing inputs and ideas into marketing enterprises and subsequently promote them and monitor responses.
* Preparing monthly, weekly or daily sales analysis.
* Preparing proposals, agreements, sales reports, and presentations.
* Demonstrate strong analytical, quantitative and negotiation skills.
* Monitoring the trends and evaluating the performance assessed against monthly sales goals.
* Maintaining an efficient work environment.
* Promoting the facilities of the organization to fresh and existing customers through a proactive approach.
* Coordinating and responding to all requests of internal meetings.
* Assisting in the implementation of sales strategy as prepared by the Sales event manager.

Advising on forthcoming product developments and discussing special promotions.

Liaising with suppliers to check the progress of existing orders.

* Gaining a clear understanding of customers' businesses and requirements.

## PREVIOUS EXPERIENCE: 2

Company : PANTALOONS RETAIL INDIA LTD - BANGALORE

Duration : APR 2006 – APR 2007

# Designation : HUMAN RESOURCES ASSISTANT

## PREVIOUS EXPERIENCE: 1

Company : NIIT COMPUTER CENTRE - KERALA

Duration : FEB 2002 – DEC 2003

# Designation : MARKETING EXECUTIVE

### SOFT SKILLS:

* Willingness to learn
* Hard cum smart worker
* Can easily handle pressure
* Good liaison with all other department members.
* Team player
* Flexibility
* Rigorous Follow Up

### PERSONAL DETAILS:

Name : Sujith C

Sex : Male

Marital Status : Single

Nationality : Indian

Permanent Address : S/o Mr. Muralidharan

“ VRINDHAVAN HOUSE”

Tripallur , Puthiyankam ( Post) Palakkad Dist,

Kerala 678545, INDIA

Languages Known : English, Hindi, Malayalam, Tamil and Kannada

Passport No : E 1521896 (Visiting visa valid up to 23rd FEB 2011)