

RESUME

SUJESH MANOHARAN

Mobile NO: +91-6282956349

EMAIL ID: sujesh1903@gmail.com

Total Years of Experience: More than 10 years

CARRER OBJECTIVE:

Seeking a challenging and rewarding career in a reputed organization where I can execute my knowledge and skills, to give my best abilities to the organization that I serve.

ACADEMIC QUALIFICATIONS:

Qualification	Board/University	Year of Passing
B.SC MATHS	KERALA UNIVERSITY	2010
H.S.C	KERALA BOARD	2007
S.S.L.C	KERALA BOARD	2005

EXTRA SKILLS:

- Good knowledge of M.S.OFFICE.
- Diploma in Office Automation.
- Internet (Operating & Browsing).
- Good communication skills.

PROFESSIONAL SKILLS:

- Positive, confident and determined approach.
- Team management skills.
- Ability to interact with any level of management with clients.
- Team Player and Quick Learner.

WORK EXPERIENCE:

Mena Global Solutions (Australian Process)

- **Sales Representative (June 2022 – Present)**

Responsibilities:

- Contacting prospects and customers to sell products and services.
- Create, maintain and update database of customers with complete information.
- Ensure customer follow-up all the time.
- Respond to customer inquiries and refer to appropriate departments.

ABWATT SOLAR PVT LTD (Australian Process)

- **Sales Representative (March 2020 – May 2022)**

Responsibilities:

- Contacting prospects and customers to sell products and services.
- Create, maintain and update database of customers with complete information.
- Ensure customer follow-up all the time.
- Respond to customer inquiries and refer to appropriate departments.

SAEED AL-BARWANY READYMIX LLC MUSCAT OMAN

- **Sales Executive (November 2011 – January 2019)**

Responsibilities:

- Preparing Market/Sales Analysis Report based on Customer Demand and Market Research.
- Exploring Sale Opportunity through Call and Market Research.
- Coordinating with Clients for Sales Meet.

MUTHOOT FINANCE PRIVATE LIMITED

- **Accounts Assistant (June 2011 – October 2011)**

Responsibilities:

- Customer Service
- Handling Daily Cash Flow
- Preparing daily reports and mailing to head office.

PERSONAL PROFILE:

Father Name : Manoharan V
Nationality : Indian
Date of Birth : 01/07/1988
Gender : Male
Marital Status : Married
Religion : Hindu
Contact Address : H-101 Laxmi Villa 2, Near Haridarshan Cross Rd
Nava Naroda, 382330, Ahmedabad
Permanent Address : Gourisham (Pulimoottil) Elenjimel P.O
Chenganur, Pin-689511 Alappuzha Dist. Kerala

LANGUAGE PROFICIENCY:

English, Hindi & Malayalam.

CO-CURRICULAR ACTIVITIES:

Playing Cricket and Reading Books.

DECLARATION: - I do here by declare that the particulars of information and facts stated are true, correct and complete to the best of my knowledge and belief.

SUJESH MANOHARAN