

# C.N. JAYALAKSHMI



## Objective

To Work in a reputed organization providing challenging and rewarding role with ample opportunities for career growth.

## Professional Marketing Support Executive

- ✚ 12 years of pharma experience as Support Executive.
- ✚ Expertise in preparing Sales analysis reports.
- ✚ Ability to adjust priorities and manage time wisely in a fast-paced environment.
- ✚ Strong work ethics and commitment towards the work.
- ✚ Cooperative team member to add value to the Sales & Marketing Teams.

## Professional Experience



(9 Years of association)

As Sr. Executive - 3 Years	- Apr'2019 to till date
As Executive - 3 Years	- Apr'2016 to Mar'2019
As Secretary - 3 Years	- Mar'2013 to Mar'2016

- Projection for Targets monthly & yearly and prepare Sales Analysis Reports Product wise, Headquarter, Area, Region & Zone wise.
- Supporting the Product Management Team in sourcing the promotional Gift / Print Inputs.
- Comparing and negotiating the competitor quotes and processing the Gift/Print inputs.
- FMS & Inputs allocation.
- Preparation of Secondary consolidation statements & Activity Reports of all field staffs.
- Generating & maintaining daily Sales Booking, Credit Note, Sales data with corresponding data of the month & Year.
- Check the travel expenses claimed with regard to the travel policy, Tour Programme and daily visit reports



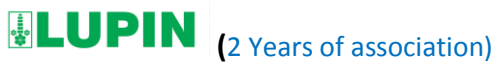
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Designation: Secretary cum admin (2008 – 2009)

- Sales projection for Targets monthly & yearly and prepare Sales Analysis Reports Product wise, Headquarter, Area, Region & Zone wise
- Generating & maintaining daily Sales Booking, Credit Note, Sales data with corresponding data of the month & Year.
- Preparation of Secondary consolidation statements & Activity Reports of all field staffs.
- Ensure timely receipt of Daily Reports of the field staff of the region & ensure timely receipt of Field Expenses Statement, check the travel expenses claimed with regard to the travel policy, Tour Programme, and daily visit report.
- To check the incoming mail and respond to the same, Preparing Quotations, Coordinating for Cycle Meeting & Conferences.
- Maintain record of sales incentive payable declared from time to time.
- To co-ordinate with distributors, head office, field managers, and the Medical Representatives for sorting and attending to their queries.
- Responsible for Online gratification submission.

### Award

- Won **“Proud Contributor”** Award for the period September 2021 in M/s. TTK Healthcare Limited.

### Education

#### **Madras University, Chennai**

- BBA (Business Administration) – May 2009

#### **Moongibai Goenka Girls Hr.Sec.School, Chennai**

- Higher Secondary - May 2006

#### **Moongibai Goenka Girls Hr.Sec.School, Chennai**

- SSLC - May 2004



### Skills

- MS Excel
- MS Power Point
- MS Word
- Oracle
- SAP
- Strong Analytical
- Problem Solving
- Organizational Ability

### Personal Details

- Date of birth: 15<sup>th</sup> June 1987
- Languages known: English, Tamil & Telugu
- Marital status: Married, blessed with two kids
- Spouse details: C. Nagarajan, Works at TVS Supply Chain Logistics Solution

### References

- Mr. S Keerthivasan, Vice President (Sales & Marketing), TTK Healthcare – Mob.: 88846 68881
- Mrs. Saritha Kishore, Sr. DGM Marketing, TTK Healthcare – Mob.: 8939754731

I hereby declare that the information given above is true to the best of my knowledge.

**Date:21.04.22**

**Place: Chennai**

Yours Sincerely,

**C.N.JAYALAKSHMI**

