

Archana Sridharan

SALES & TRAINING

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Chennai

SUMMARY

Ambitious to build a career in Sales & Training with an organization where teamwork is required and hardworking is appreciated and to be in position which is best suited to my knowledge and skills.

SKILLS

Communication



Leadership



Team Work



Adaptability



EXPERIENCE

Sales Manager

Cuemath Jan 2020 - Present

Calling the clients and confirming for demos, giving presentation on zoom call and follow up and closures.

HR Assistant

Select Cabs People Logistics Pvt. Ltd Jan 2019 - Dec 2020

Attendance, Pay roll, F&F, Coordinating with other Branch HR's, Appointment letters, Admin related works.

Sales Manager

Exide Life Insurance Sep 2016 - Aug 2018

Recruitment of Financial Advisors, Training the Financial Advisors and getting business done through them.

Teacher

Maharishi Vidya Mandir Sr. Sec. School Apr 2011 - May 2016

Class Teacher.

Manson Enterprises Pvt. Ltd.

Purchase & Admin May 2009 - Jun 2010

Procuring of Raw materials, Raising invoice, Responding to mails, Attending phone calls. Coordinating with Quality and production department.

Dispatch Assistant

Supreme Packages Jan 2008 - May 2009

Receiving sales orders, Raising work orders to production, Following up for finished goods for the work orders raised. Raising invoice. Raising orders for procuring rawmaterials for sales orders received. Co ordination with marketing and production team. Arranging vehicles for dispatching finished goods.

EDUCATION

M.Com

Madras University Jun 2006 - May 2008

B.Com

Bhaktavatsalam Memorial College for Women Jun 2003 - May 2006

LANGUAGES

English



Hindi



Tamil



