

ABOUT ME

Experienced sales professional with a strong social ability to build and operate new business ventures with excellent client and project management skills. Adept at cultivating managing and leveraging client relationships.

EDUCATION

BACHELOR OF COMMERCE
RVD University /

P.U.C
St Cecily’s Composite PU College / Karnataka / 2009

S.S.L.C
S.V.S English Medium High School / Karnataka / 2007

CARRER HIGHLIGHTS

- Awarded the best employee of the years from Veave Technologies for the year 2019
- Recognized as the EMERGING STAR from M/s. Maruti Suzuki India Ltd for the year in the year 2016
- Acknowledged as the best Customer Care Executive from M/s. Abharan Motors Pvt. Ltd. for the month of January 2014 - based on the performance, consistence, hard work, discipline and loyalty to the organization
- Surpassed various sales target set by the management.

LANGUAGES

- ENGLISH
- KANNADA
- TULU
- HINDI

JEEVITHA K
SUVARNA



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WORK EXPERIENCE

VEAVE
TECHNOLOGIES

PVT LTD
Bangalore
Oct 2017 - Sep 2020

Client Relationship Manager

- Built a strong list of associates to help further in brand expansion and an increase in client pool.
- Maintain a high level of professional relationship with the clients for the growth of the organization.
- Assists in the maintenance and advancement of customer relationships by supporting customer meetings and preparation of presentation materials
- Research new markets and manage existing markets to build, identify, pursue, and close new business growth opportunities

PRATHAM MOTORS PVT. LTD.
Bangalore
Feb 2015 - Sep 2017

Showroom Sales Consultant

- To sell automobiles by understanding & by demonstrating the product with all the unique features, advantages & the benefits
- To develop buyers by maintaining rapport & suggesting trade-ins & other value-added services
- To enhance dealership reputation by accepting ownership for accomplishing new challenges & exploring opportunities to add value to job accomplishments
- Meeting Sales targets & goals - To sell automobiles by understanding & by demonstrating the product with all the unique features, advantages & the benefits

ABHARAN MOTORS PVT. LTD
Mangalore
Mar 2013 - Jan 2014

Customer care Executive

- To keep records of customer interaction by recording details of their queries, complaints & comments as well as actions taken
- Follow-up to ensure that appropriate actions were taken on customer’s request
- Answer calls professionally to provide information about the products & services.
- To take feedback from customers on service to improve towards providing an excellent service to all customers

SKILLS

PROVEN TRACK RECORD OF ACCOUNT MANAGEMENT LEADING TO SUCCESSFUL CAMPAIGN CLOSURES

GREAT SOCIAL AND INTERPERSONAL SKILLS

SELF-MOTIVATED, PROACTIVE AND SELF-STARTER

STRONG ADMINISTRATIVE, ORGANIZATIONAL AND CREATIVE SKILLS