

# Sumanth Manoharan

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## SUMMARY

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Dedicated and results-driven Sales Assistant with hands-on experience in retail and customer service environments. Proven experience in exceeding sales targets, providing exceptional customer service, and contributing to team success. Strong communication skills, attention to detail, prowess in organizational skills and a passion for helping customers find the perfect products.

## WORK EXPERIENCE

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### Retail Assistant

December 2022 – July 2023

Green Bean Supermarket, Chennai.

- Assisted customers with locating products, provided knowledgeable advice on merchandise, and ensured a pleasant shopping experience.
- Stocked shelves, organized displays, and ensured the store was clean and well-presented at all times.
- Collaborated with team members to manage inventory, monitor stock levels, and place orders for replenishment.

### Sales Assistant

April 2022 – October 2022

Max Fashion, Chennai

- Assisted customers in finding suitable clothing and accessories by offering expert fashion advice and personalized recommendations.
- Handled cash and card transactions, ensuring accurate processing and balancing tills at the end of shifts.
- Maintained a clean and organized sales floor, replenishing stock and updating visual displays to maximize customer engagement.
- Collaborated with team members to achieve sales targets and consistently delivered excellent customer service.
- Resolved customer queries and concerns with a professional and courteous approach, enhancing overall shopping experience.

- Assisted in setting up promotional displays and in-store advertising to highlight seasonal and sale items.
- Addressed customer inquiries and resolved issues promptly and professionally, contributing to a positive store environment.

## SKILLS

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- MS Excel
- MS Office
- Copywriting
- Power BI
- Data Analysis & Visualization
- Presentation Skills
- Customer Service
- Organizational Skills
- Communication
- Product Knowledge
- Sales Techniques
- Attention to Detail
- Problem-Solving
- Teamwork
- Time Management
- Basic Math Skills
- Adaptability

## EDUCATION

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### **Masters in Interaction & Experience Design (MSC)**

SRM Institute of Science & Technology

September 2024 – \*

### **Masters in Computer Applications (MCA) - 7.9 CGPA**

SRM Institute of Science & Technology

July 2021 – May 2023

## REFERENCES

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References available upon for request.