

PRIYADHARSHINI N.R

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Objective:

To be a great Sales Officer with the goal of effectively maintaining customer satisfaction by establishing rapport with customers and others who are in a position to meet customer needs.

Summary of Skills:

I have experienced in working as sales support officer for **7 years**. Good Communication skills make me to interact and negotiate with customers easily. I have strong leadership skill and organizational skills like complete work on time, schedule and prioritize orders.

Professional experiences:

Officer Sales support, Messer Cutting Systems India Pvt Ltd, Cbe, 2015 - 2017

Responsibilities:

- ✚ Collect and store order details of each customer.
- ✚ Invoice, dispatch and make arrangement for pending items.
- ✚ Experience in coordinating with customers and providing excellent service to them.
- ✚ Achieve monthly target against budget as teamwork and receive incentives as a reward every quarterly basis.
- ✚ Handled customers in overseas by reporting weekly and monthly basis.

- ✚ Participate in 5S audit every week internally.

*Sales Assistant, Messer Cutting Systems India Pvt Ltd, Cbe,
2010 - 2015*

Responsibilities:

- ✚ Filing documents, prepared worksheet to freeze the pricelist.
- ✚ Sent order confirmation and Invoices to customers.
- ✚ Check and update the documents based on pending items.
- ✚ Starts communicate with customer and listen to their complaints.
- ✚ Intimate dispatch details to sales team / customers.

Academic achievements:

2009: Post graduate in Business Administration - Marketing with HR from K.S.R. College of Engineering, Erode
Secured 9.29/10 GPA and **received Proficiency Award**

2007: Bachelor of Business Management from Sri Ramakrishna college of Arts and Science for Women, Cbe
Secured 70%

2004: Higher secondary certificate from Immaculate Mat HSS, Cbe
Secured 83%

2002: Senior secondary certificate from Immaculate Mat HSS, Cbe
Secured 67%

Personal details:

Date of Birth: 08.10.1985

Communication Address: 10/6f Vivekanandha nagar, Puthur road, Thondamuthur, Cbe - 641109

Language known: Tamil, English