

# Harihara Suthan

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## **ASSISTANT MANAGER**

### **Summary:**

3.5 + Years of experience as a Business Development Associate / Assistant Manager in the Marketing Industry. Enthusiastic and reliable Sales Associate, dedicated to providing excellent customer service with a smile. Organized, detail oriented, and experienced in properly handling customer inquiries and transactions. Dedicated to increasing sales by providing the ultimate customer experience. Several years of experience in various retail settings with a proven track record of job success.

### **Skills:**

- Analyse the customer situation
- Listen effectively
- Clear Communication
- Good Product/Service Knowledge
- Strong Time Management
- Leadership
- Multitasking
- Problem-solving

### **Roles and Responsibilities:**

- Extensive experience to work on Business Development Associate.
- Create persuasive arguments to sell products and services to customers  
Create cost-benefit analyses of customers.
- Maintain positive relationships with customers
- Regularly reach out to potential customers set and maintain sales target goals.
- Communicate with team members regularly Preparing and submitting sales contracts for orders.

- sales through engagement of customers, suggestive selling, and sharing product knowledge
  - Answer customer's questions.
  - Greets and receives customers calls in a welcoming manner.
  - Write up reports on customer satisfaction Keep up with current sales trends
  - Greet and assist customers.
- Hands on experience in B2B and B2C

## Experience

### **Assistant Manager:**

#### ***Extramarks***

Duration: Nov 2022 to Till Date

- Responsible for implementing workflow procedures based on direction from the company's General Manager.
- It includes supervising employees during day-to-day tasks, providing customer support in escalated situations and managing the overall workflow of a workplace.

### **Business Development Associative:**

#### ***Byjus***

Duration: Sep 2021 to Sep 2022

- Established sales goals by forecasting annual sales quotas and projecting.
- Expected sales volume for existing and new products.
- Served as an enthusiastic and knowledgeable Sales Associate in Ed tech Product.
- Handling customer queries.
- Drives sales through engagement of customers, suggestive selling, and sharing product knowledge.
- Respond to client inquiries, provide correct information and direct them on the right path. This also helps build customer trust in the product.
- Has a Good Track Record in Byjus and Received an award in Byjus.

### **Business Development / Accounts Manager:**

#### ***Blind Chemistry***

*Duration* : Sep 2020 to Apr 2021

- Chain of Restaurant Business Management.
- Here I did preparation of Business activity Reports, Financial Reports and annual financial reports.
- Developed a deep understanding of customer's feedback.

### **Business Development:**

#### *Red Apple Kitchen Consultancy*

*Duration* : July 2019 to Aug 2020

- It's an Bangalore based Company.
- Deals with B2B Sales.
- End to End Business Development Activities.
- Achieve Sales Goals as per Management criteria.
- Organization Helps me to learn lot about Sales.
- Getting feedback from customers.

### **Academic Qualification :**

2021 - B.com (CA) from Annamalai University

2015 - XII with 72% from Cheran Matric Hr. Sec. School, Karur.

2013 - X with 92% from Cheran Matric Hr. Sec. School, Karur.

### **Personal Details**

**Date of Birth:** 10th October 1996

**Address:** 18A, Bharathidasan Nagar, Thanthonimalai, Karur - 639 007

**Languages Known:** English, Tamil.

**Tamil (India)** - Primary/Native

### **Declaration:**

**I hereby declare that the information given here with is correct to my knowledge and I will responsible for any discrepancy.**

