

**SURESH MADHAVAN****Email: Surie03Maddy@gmail.com****Mobile: +91 9741350003****Snapshot:**

Dynamic & effervescent professional with 15 years + of rich & productive experience in sales & marketing and Operations in different organization repute.

**CAREER OBJECTIVE:**

Seeking assignments in (Global/Local) Sales/Purchase/Sourcing with a high growth oriented Organization of repute, preferably in IT/NON-IT Industry

**QUALIFICATION:**

- **B.COM**
- **II P.U.C**
- **S.S.L.C**

**PROFESSIONAL EXPERIENCE:**

- **Organization - Ample Digital Pvt Ltd,**
- **Position - Major Account Manager – 22<sup>nd</sup> May 2023 Till to Date**
- **Client – SMB / MID MARKET Bangalore region**

**TECHNICAL SKILLS:**

- **Operating System: Windows 2007,**
- **Customized (ERP / CRM / Zoho)**
- **Basic Computer Skills & MS Office**

**JOB ROLES AND RESPONSIBILITY:**

- Responsible for end to end business cycle management, right from the lead generation to closing of orders and follow up for payments and creating new prospects through listed of accounts.
- Building an expertise with a range of technology products and solutions to meet and manage prospective customer and suggesting solutions.
- Direct responsibility for identifying, qualifying, developing, proposing & closing new opportunities.
- To generate leads and meet end users through field visits.
- Understand the unique needs of customers, present and suggest solutions, demo products as required.
- Explore cross sell & up sell opportunities.
- Products: Apple Products (MacBook's, iPhones, Mac mini and Accessories, Windows Laptops HP, DELL, Lenovo and Microsoft Surface) Sonic wall, CISCO, Aruba, Netgear, AP, Ruckus, Sophos, TrendMicro, VMware, Adobe, Oracle, Bit defender, Quick Heal, entire range of products

**M/s. Systech Services Private Limited Bangalore,**  
**As, Business Development Manager From May 2022 to May 2023**

- Direct marketing of Lenovo, Dell, HP, Apple Brand of Laptop, Desktop, Home PCs, Workstations, Servers, Microsoft Surface, Software's, entire range of products,
- Responsible for planning and implementing policies for efficient sale of entire range of products.
- Tracks product line sales and costs by analyzing and entering sales,
- To generate lead for new orders & Handling of billing issues and retention of client
- To coordinate with Client regarding the Service of the equipment's
- Responding to sales queries via, e-mail and in writing
- Handling customer enquiries whilst providing a high quality of service
- Tracking sales orders to ensure that they are scheduled and sent out on time
- Analyzing customer needs and recommending products based on those needs

**M/s. Global Business Tech India Private Limited Bangalore,**  
**As, Business Development Manager Sales, From September 2020 to May 2022**

- Direct marketing of Av Accessories, Professional Display, Audio & Video Conferencing Solutions, Professional Call Centre & Contact Center Headsets, Projector,
- IT Networking Solutions, IP CCTV Surveillance Solution, Access Control Solutions, Network & Storage Solutions, Amplifiers, Speakers, UPS,
- Meeting potential clients by growing, maintaining, and leveraging network to ensure a robust pipeline of opportunities.
- Identify potential clients, and the decision makers within the client organization.
- Work with team to develop proposals that speak to the client's needs, concerns, and objectives.
- Identifying opportunities for campaigns, services, and distribution channels that will lead to an increase in sales.
- Train, mentor, and shadow sales team members, including appointment setting, outbound cold calling, prospecting and negotiating sales contracts with new and existing accounts.
- Managed all vendor relationships, lead pipeline and direct marketing sales.

**M/s. Madhu Infotech India Private Limited Bangalore,**  
**As, Assistant Manager – Business Relations From March 2018 to September 2020**

- Area of operation is entire All over India.
- Responsible for planning and implementing policies for efficient sale of entire range of products.
- Direct marketing of Dell, HP, Lenovo, Acer, Apple Brand of Laptop, Desktop, Home PCs, Workstations, Servers, Microsoft, Software's entire Corporate Bags / Gifting range of products
- RENTAL / AMC of Madhu Infotech systems and third party system.
- To follow up with internal service coordinator for resolving service issues of the clients
- To achieve the target set for the month & quarterly generating and sending of reports to Manager on daily basis
- Tracking sales orders to ensure that they are scheduled and sent out on time

**M/s. Reliance Jio Infocomm Limited Bangalore,  
As Assistant Manager & Sales From 2017 - 2018**

- Sales & Marketing Department processing orders. (Objective: Ensuring orders are logged with Quality and quantity within given time).
- Setting up of new Corporate Sales help desk, Supervising Sales & Activation operation.
- Handling a Team of 39 Executives. Jio phone & 4G Hotspot Devices Taking care of Corporate Sales etc.
- Visiting the given Corporate Accounts & Co-ordinating with Admin Facilities / IT Purchase team & HR of the companies.
- Driving the team through Rewards and Recognitions and Contests
- Sourcing of materials as per requisitions, releasing orders, suppliers for cost reduction, approval of invoices, MIS for orders/receipts/payment.

**M/s. Next Communication Services (Associate of Bharti Airtel) Bangalore,  
As Corporate Team Manager From 2009 - 2016**

- Handling a Team of 25 Executives, and Backend coordinator's
- In charge for Maintaining Inventories, Vendor Management.
- Handling Customer related quires.
- Preparing monthly weekly and daily reports to the management. Additional responsibility to work on all application IT issue & supporting IT enhancements from business end.
- In charge for customer support team in order to maintain customer satisfaction.
- Planning and preparing monthly reports pertaining to finance required for maintaining office
- Specialized in handling back office operations, inter-office correspondence, confidential mails, quotations, monthly billing, etc.

**M/s. Airtel BlackBerry Enterprise Team Bangalore, As  
Sales Officer From 2008 - 2009**

- Visiting the given MNC/SMB Corporate Accounts & Co-coordinating with IT Purchase team & Facilities Admin & HR of the companies.
- Interacting with customers.
- Taking care of Corporate Sales.

**Key Skills:**

- Understand market opportunity, competition offering on products, services and price.
- Managing, Implementing, and deploying new business process and partnerships to increase sales and industry reach.
- Strong Industry Connect
- Good selling & negotiation skills
- Customer minded attitude

**PERSONAL DETAILS**

**Date of Birth** : 01/ 01 /1985

**Marital Status** : Married

**Languages Known** : Kannada, English, Hindi, Tamil, Malayalam & Telugu

## **STRENGTHS:**

- Excellent interpersonal skills with an ability to work effectively with individuals at all levels.
- Self – motivated with the ability to learn quickly and work well in a team under fast paced time sensitive environment.
- Exposure to Excellent Corporate Culture and Business Etiquettes
- Ability to work multitask while still maintaining an emphasis on quality
- Earned a reputation for being a hard and sincere worker who constantly delivers to the best of my potential
- Can communicate in Kannada, English, Hindi, Tamil, Malayalam & Telugu, I learn things with minimum guidance and would be eager to complete the tasks on time.

## **OTHER INTEREST:**

- Socialization
- Curious to learn new things
- Travelling
- Playing Football, Cricket & Listening to Music

### Declaration:

The above furnished information is true to best of knowledge and belief.  
Thereby I would like the opportunity to perform for your company.

Date: -

Place: Bangalore

**Yours Sincerely**

**SURESH MADHAVAN**