



AARTHY N

Business development executive Career Objective

A highly motivated, organized and hardworking individual looking for a responsible position to gain practical experience. To make use of the interpersonal skills to achieve goals of a company that focus on customer satisfaction and experience.

Experience

Over three years and five months being part of customer supporting in the field of marketing and sales and service of computer peripherals and software relates to print fleet management and HR solutions. Backend support to UAE 7 Emirates clients across many industries.

May 2021 - Nov 2022

Pruvity HR Solutions Pvt Ltd - Madurai Business development executive

Being a path between company and customer as a reliable personality.
Analysing client queries and forwarding to internal teams.
Managing product maintenance contract with various flexible optional proposals.
Renewal follow ups of different types of AMC contracts on timely manner.
Achieving targeted goals on time to increase the company revenue.
Maintaining good rapo with clients and enlarging the business scale in UAE market.
Focusing on products upgrades and working on with futuristic thought towards profit.
Procurement analysis for on date market fluctuation to sale with profit margin.
Enlarging pipeline leads to wide the client source in emerging field knowledge.
Scheduling meetings with clients to develop business.

May 2020 - May 2021

Pruvity HR Solutions Pvt Ltd - Madurai Senior Admin Executive

Managed 5 different types of phase team to get effective work on time.
Scheduling team - Generates tickets for client queries.
Quotation team - Submitting maintenance estimate quote for service to customer to get approval.
Item dispatch team - Managing inventory stocks and scheduling delivery promptly.
Procurement team - Analysing market price and profit calculation for every selling.
Technical team - Supporting their on site work queries to easy their site job.
Invoice team - Clarifying their queries on various glitch to close the money on right way.

June 2019 - May 2020

Pruvity HR Solutions Pvt Ltd - Madurai Admin - Co Ordinator

Attending customer service complaint requests via phone / email.
Logging the schedules by generating tickets and sharing the reference l'd with clients.
Forwarding the complainant details to field engineers.
Meanwhile their fixing support queries to be taken to warehouse team.
Maintaining service log entries in register on records via MS- Excel
Marking the status daily basis - with the state of each log as Completed, Pending, Cancelled.
Pending tasks to be rescheduled to next working days.
Completed tasks to be reported to client with end to end closing support.

Reference

Charles

Branch Manager, Pruvity hr solutions

Phone: +91 99438 02020

Email: accounts1@promptdx.com

Naveen Karthik

Team Leader, Pruvity hr solutions

Phone: +91 88077 71996

Email: admin14@promptdx.com

Contact

Phone

+91 9362602603

Email

aarthynagamuthu98@gmail.com

Address

5/49, A Nedungulam, Keelamelkudi post,
Annavasal group, Manamadurai - 630606

Education

2016-2019

BSC COMPUTER SCIENCE - 82.42%
MSN WOMENS COLLEGE SIVAGANGAI

2014-2015

HSC - 77.79%
CAPRON HALL GIRLS HR SEC SCHOOL

2012-2013

SSLC - 96.40%
CAPRON HALL GIRLS HR SEC SCHOOL

Soft Skills

- Interpersonal
- Team leadership
- Customer handling
- Communication

Expertise Tools

- SOS - Inventory
- Kiscserv - UK
- MS Office - Outlook, Excel etc
- QuickBook - Invoice

Language

English - Excellent (R, W, S)

Tamil - Native (R, W, S)

Hindi - Moderate (R, W)