

SUJATHA MENON



Finance & Accounts / Hospitality Management Profile

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Bangalore, India

Date:

To,
Recruitment Manager
abc company.

Dear Madam/Sir,

As a professional with over 8 years of experience in managing accounts payable and hotel operations across diverse organizations, I would like to work with your company in a challenging role. My academic qualification includes an MBA, R V Institute of Management, Bangalore and BBM, Bangalore University.

I have developed proficiency in accomplishing organizing business targets by planning and organizing events and other promotional schemes to enhance the share of the target market segment. I also have expertise in maintaining accounts payables and processing payments based on business and contractual requirements.

Presently associated as Manager with Hotel Chetan International, I am involved in rolling out policies/strategies for accomplishing growth and profitability targets, sale promotional strategies including corporate public relations and promotional activities. I am also involved in coordinating with concerned stakeholders for resolving guest complaints and the service recovery process in compliance with organizational policies and procedures.

My earlier role as Senior Process Associate with Robert Bosch Engineering and Business Solutions Private Ltd entailed processing and evaluating vendor invoices for accuracy and availability of payment options based on the organizational policies and procedures. I also functioned as a member of the process expert team involved in maintaining process updates including SLA and KPIs, reconciled and maintained updated accounts status to enable preparation of accurate financial reports highlighting organisational financial performance. I also contributed to assessing and replying to internal and client emails and calls (also in German).

Enclosed is my resume, highlighting my skills, accomplishments, and credentials. At a professional meeting, we can discuss ways of our further association.

Sincere regards,

SUJATHA MENON



BUSINESS DEVELOPMENT | STRATEGIC PLANNING

Track record of strengthening customer relationship, identifying & driving sales of high-yielding services & products and maximizing business in scientific industry – Life Science Instruments and Consumables

CONTACT

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LEADERSHIP TRAITS

Business Acumen:

Anticipates market demands and client needs and identifies solutions that drive value for organization and its customers.

Market Insight:

Sees the world through the eyes of our clients' customers; deeply understands their business realities.

Change Leadership:

Mobilizes the organization to implement change effectively and

Resilience:

Easily adapts leadership style to best fit a wide range of situations and people inside and external to the organization.

Visible Leader:

Present self as a visible and approachable leader throughout division.

CERTIFICATIONS

Rapid Microbiological Methods by United States Pharmacopeia in 2013

Business Simulation Workshop by Bhartiya SiMs in 2014

Art of Power of Negotiation Skills by M Power in 2014

Various company sponsored Training programs on Sales and People Management Skills

PROFILE SUMMARY

A multi-dimensional Leader and Business Accelerator with a career- long record of developing, reviewing and reporting business development division's strategy, ensuring the strategic objectives were well understood and executed by the team. Excellent background of over 19 years in impacting organization's profitability through effective strategic and tactical management decisions and new business development. Efficiently steering business operations for the profit center with a view to realize pre-planned sales and revenue targets; formulating profit center budget for operational / business development activities.

Building a solid sales infrastructure from the ground up and penetrating new markets spread across geographies. Navigating business operations from scratch for Microbiology Department & Life Science Group Business with VWR, Part of Avantor. Successfully identified and evaluated new growth sectors, including International business expansion. Skilled in managing teams to work in sync with the corporate set parameters and motivating them for attaining business & individual goals. An effective communicator with honed interpersonal, decision making, problem solving and motivational skills.

NOTABLE ACCOMPLISHMENTS ACROSS THE CAREER

- Enhanced VWR Lifesciences business from 4 Cr. Base line to 39 Cr. in a span of 20 Months
- Worked towards the reduction of bad debts and reduced the same from market and streamlined channel networking for profitable, accelerated growth and more profitable business
- Worked closely with Strategic portfolio team for the development of opportunity based customized solutions which helped division during pandemic.
- **Successfully worked towards selling**
 - First Phoenix M50 (xxx) in Academia. -Year. 2019
 - First Microflex (xxxx) in Govt. Sector for Microbiology application - Year. 2017
 - Highest Nos. of MGIT (Mycobacterial System and Susceptibility System) in one year (7 Nos. in one year) -Year 2016
 - First BD FACS Micro count (Flow cytometer) In Industrial Microbiology for bacterial enumeration. Yr. 2014
 - First Phoenix100 in Pharma - Year 2013
 - First Phoenix 100 in Industrial Microbiology portfolio – Year 2012
- Bagged Winner's Circle nomination for APAC region, Brave Heart (BD India's most prestigious award), Reach Champion of the Year, DS Star of the year, Business Sales Star of Clinical Microbiology, Brave heart Front runner -3times, Centurion -3 times
- Piloted different initiatives which have published in BD Times – In house magazine

- **Received the following:**
 - APPLASE spot on Award – for outstanding performance -2 times - xxxx.
 - Special performance award in FY08 – xxx Pvt. Ltd.
 - Achieved highest growth Performance award in FY06 – xxx Pvt. Ltd.
 - Cracked major orders and major approvals, which were published in QUEST - in-house magazine of xxx
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CRITICAL AREAS OF IMPACT

Sales Operations:	Developed, reviewed and reported on the business development division’s strategy, ensuring the strategic objectives were well understood and executed by the team
Revenue Growth:	Increased revenue and pipeline growth through strategic sales solutions, analytics and channel partner alliances within short time of on-boarding
Business Development:	Drove business and ensured sustained growth, focused on achieving /surpassing sales targets; expanded business reach and created new sales / leads opportunities
P & L Management:	Impacted organization profitability through effective strategic and tactical management decisions and new business development
Key Account Management:	Represented organization at national and International industry events; led enterprise-level sales opportunities and coordinated project teams for large accounts
Business Turn Around:	Structured operations and introduced important measures to bring in profitability which included establishment of new local offices, strategic partner alliances for business processes and team re-organization
People Management:	Nurtured and led 11 business development teams in sales managing and implementing new business opportunities
New Product Launches:	Strived to surpass management expectations with respect to launch of new products, establishing performance of existing products
Product development:	Handled complete process of delivering a new product or improving an existing one for customers.

WORK EXPERIENCE

Since April 2002 | ABC, Part of Avantor

National Sales Manager (Research and Academics):	April 2002 - December 2002
National Sales Manager (Microbiology):	Since January 2002

Key Result Areas:

- Working towards business development in newer territories and identifying new segments for continuous business growth
- Monitoring and providing support to improve width and depth of distribution of entire product range
- Working in close co-ordination with the channel partners thus ensuring access to important market information for implementing effective strategies
- Developing and implementing effective sales strategies and leading nationwide sales team members to achieve sales targets
- Establishing productive and professional relationships with key personnel in assigned customer accounts & negotiating and close agreements with large customers
- Managing and overseeing the daily operations of the sales department and monitoring and analyze performance metrics and suggest improvements
- Performing research and identifying new potential customers and new market opportunities.
- Focused on Team Knowledge and skill development for Sales team for effective selling process

April 2002 - April 2002 with BD Life Sciences. – Branch Manager BDDS BD Diagnostic System

Area Sales Manager (East) – North and East Region:	April 2002 - July 2002
Area Sales Manager (South): - Delhi and UP	December 2002 - December 2002
Branch Manager (North) for ABC:	January 2002 - April 2002
Product Champion xxx (Additional role for PAN India)	March 2002 - December 2002

Key Result Areas:

- Acted Product Champion MALDI TOF
- Spearhead sales of North India for Industrial Microbiology, Clinical Microbiology and Women Health and Molecular Diagnostic business – Instrument and Consumable
- Ensured that all clients are engaged with the company's products and services.
- Performed requirements analysis, designed proposals and implemented strategies for new business development
- Ensured implementation of strategies for market penetration for new products as well as increasing the share of the existing products
- Monitored competition & market information to develop marketing strategies and strengthen the brand image

August 2009 - April 2011 | ABAC | Sales Manager – 2002 (North & East Region)

Key Result Areas

- Accountable for North and East India Sales for CRAMS and Fine Chemical business
- Handled potential key accounts and established relationships to provide mutually beneficial solutions and services
- Offered quality services and collated feedback on product performance to recommend product improvisations
- Managed Business Budgeting, Business strategy and Business Process Review for SBU.
- Spearheaded operations which included Production planning and Dispatch Planning,

PREVIOUS EXPERINCE

June 2002 - July 2002 | ABC Ltd.

- June 2005 – December 2006:** Sales Executive (Jaipur)
- December 2006 – March 2008:** Sr. Sales Executive (Delhi)
- April 2008 – July 2009:** Product Specialist (North)

October 2002 - May 2005 | 2002

(Now known as a division of Thermo Fisher Scientific)
Representative for Mumbai and Vidarbha region

EDUCATION

PGDBA in Marketing in 2008
Symbiosis College of Distance learning.

B.Sc. (Biochemistry) in 2002
Kurukshetra University.