



# SIDHARTHAN M

Ast Manager Finance/ Business development / Sales and marketing / Customer service

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17 April, 1999

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Highly-Motivated finance and sales professional with 3 years of experience in providing expertise in strategic lead generation, customer service, creative marketing, and category supervision across diverse sectors. Quota surpassing assistant manager with satisfied clients and building a network of referrals.

## PROFESSIONAL EXPERIENCE

### ASSISTANT BRANCH MANAGER Manappuram Finance limited

11/2021 - 02/2023

KERALA, INDIA

Manappuram Finance Ltd. is one of India's largest and most trusted companies, with 4,199 branches across the length and breadth of the country.

#### Achievements/Tasks

- Identifying and pursuing business opportunities through cross selling products. (Gold loan, Cahsier, deposits, money transfer, insurance, gold coin, and forex.).
- Handling client queries directly and over telephone.
- Produce quarterly financial reports outlining financial data to assist management with making strategic plans and operational decisions.
- Execute core financial processes, including vendor setup and payment, operational expenses, administration of bank accounts and account reconciliations.
- Reviewed financial documentation to ensure accuracy.
- Handled account receivables and prepared monthly and quarterly reports.

### SALES EXECUTIVE NGX Billing machine [B2C]

04/2021 - 11/2021

BANGALORE, INDIA

#### Achievements/Tasks

- Managed after-sales services for Corporate Accounts.
- Received/processed orders accurately, delivered promotional presentations to current/prospective customers.
- Understand the customer requirements and proactively close sales.
- Maintained records of contacts, accounts, and orders efficiently.

## EDUCATION

### Bachelor of Commerce Sree Narayana Guru College Coimbatore

04/2017 - 04/2020

First Class

#### Courses

- Bachelor Of Business Administration [BBA]

## SKILLS

CUSTOMER SERVICE

TIME MANAGEMENT

ACCOUNTABLE

RISK ASSESSMENT

FINANCIAL ANALYSIS AND REPORTS

FRIENDLY AND POSITIVE ATTITUDE

SALES AND MARKETING

REPORTING AND DOCUMENTATION

## INTERNSHIP

### Milma Diary Company Palakkad (05/2019 - 05/2019)

- To study the existing structure of the company. To gain practical knowledge about the manufacturing process and functioning of the various departments of the company. To gain good knowledge about the policies and procedures that are followed in an organisation.

## CERTIFICATES

Participate in the on the job training from gazala 3 star hotel (07/2017 - 07/2017)

Sub District Meet (04/2016 - 04/2016)

Sub district meet first prize. Event (chendamalam).

Jeweling throwing school first (03/2016 - 03/2016)

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Professional Working Proficiency

Malayalam  
Native or Bilingual Proficiency

Tamil  
Native or Bilingual Proficiency

kannada  
Professional Working Proficiency

## SOFT SKILLS

Ms Word

Ms Excel

Ms Office