
Business Support Manager Resume

Job Objective

Seeking work as Business Support Manager with company to advance my skills and career in this field.

Highlights of Qualifications:

- Profound knowledge of various telecommunication products
 - Exceptional ability to manage multiple projects and prioritize work
 - Sound ability to coordinate with various technical departments with organization
 - Skilled to maintain efficient working in a team
 - Amazing skills to complete work according to deadline
 - Ability to plan, organize and prioritize own work
 - Proficient in managing efficient working of project
 - Familiarity with investment management
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Professional Experience:

Business Support Manager
Daugherty Business Solutions, Marion, IL
October 2008 – Present

- Prepared and updated weekly, monthly and annual sales reports in coordination with Relationship management group.
- Administered monthly and quarterly compensation plans and managed sales services.
- Assisted in administration of quarterly Compensation plan.
- Documented compensation plan and managed efficient working of same.
- Performed audit on compensation plans and recommended solutions in case of discrepancies.
- Provided technical support to compensation plans and developed new plans as required.

Business Support Specialist
AppNexus, Marion, IL
August 2003 – September 2008

- Administered all sales order and performed technical reviews on orders.
- Evaluated customer orders and coordinated with customers to obtain preferable installation dates and time.
- Managed work according to management principles and ensured installation according to schedule.
- Prepared check lists and completed all pre installation process.
- Maintained customer inquiries such as requests from email and phone.
- Ensured compliance to all deadlines and managed multiple projects.

Business Support Assistant
Global Process Services, Marion, IL
May 1998 – July 2003

- Coordinated with business development and operations team and provided necessary input.
 - Assisted customer service database and management systems and prepared reports for same.
 - Developed various product materials and maintained employee communication.
 - Maintained marketing deliverables and managed client communication.
 - Analyzed client portfolios and maintained it on a regular basis.
 - Collaborated with advisor community and managed operational areas.
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Education:

Bachelor's Degree in General Business
Eastern University, St. Davids, PA

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