

EZHIL RAJA S

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ADDRESS :
292/4, Konareddypalayam,
Poonachi , Anthiyur , Erode,
India . PINCODE : 638314 .

EXPERIENCE SUMMARY :

A reliable, hard-working Administrator with strong attention to details, and eager to learn more and develop skills.

EXPERIENCE

2023 - [SREE SARAVANA ENGINEERING BHAVANI PVT LTD](#)

Administrator :

- Managed payroll and benefits for 80+ employees, including solving any related problems.
- Communicated closely with the Head of Operations regarding the needs, concerns, or issues in the office.
- Ensured accounts payable, employee benefits, inventory, and invoicing records were accurately kept and organized.
- Created and updated spreadsheets, presentations and daily records, weekly and monthly updates to upper management.
- Keeps up-to-date records of all sub-contractors, including contact people and details. They use that information to request proposals and bids. keeps files with contracts, pre-qualification forms, insurance documentation and tax information for each sub-contractor.
- As a construction administrator monitor contracts, process billing, keep track of documents, arrange project schedules, supervise workers, and check in with clients.
- Create and maintain budgets, schedules and contracts , perform site visits and inspect work
- Monitor project progress and provide regular updates to management

SKILLS

- Project planning and execution
- Team leadership and management.
- Budgeting, cost control, Project Estimation and Contract Negotiation.
- Skilled in public speaking, administrative skills, communication and supervisory skill.
- Adept at Excel, preparing and delivering reports, and budgeting.
- Passion for conflict resolution and building positive workplace environments.

2022 -BYJUS (THINK AND LEARN PVT LTD)

Business development Associate :

- The Selected Candidates will begin in an individual contributor's role, working in a team of go-getters to help spread the Byju's way of Learning in your city. They would be showcasing the unique Byju's way of Learning to students and parents and will be responsible for mentoring and sales in their designated zone.
- Generating revenue by counselling, prospects and converting them to sales.
- Converting free app users to paid users using emails, SMS and direct sales.
- Logging conversations had with prospects on CRM software
- Explaining the importance of higher education and tools to be used to prepare for the process
- Explaining BYJU's test prep and admissions consulting products
- Share information on various courses, colleges, test prep products, application process and deadlines on proactive basis for abroad education.
- Answer questions about products/service and delivering to the need of the customer
- Handle B2B counselling in college campuses when required, Take and process orders in an accurate manner
- To be a single point of interface for all customers till conversion Coordinate with respective team for the product services, Helping the team through training and mentoring

SKILLS

- *Excellent spoken and verbal skills*
- *Ability to plan and execute*
- *Ability to persuade and negotiate*
- *Ability to work under stress*
- *Ability to work in a team*
- *Fast-learner, keen on details, and self-motivated*
- *A knack for marketing*
- Lead generation and use leadsquare-CRM

EDUCATION

2021 – Master of Business Administration (MBA)

- Pursued a passion for HR and FINANCE
- CGPA : 6.65

LANGUAGE

- TAMIL , ENGLISH and HINDI