



Rajalakshmi Saravanan

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CAREER OBJECTIVE

Join a prosperous and successful organization in order to practice my job, consolidate my skills and widen my knowledge. I Look for challenging and rewarding opportunity, Where I can be able to exploit and make the most of my skills and rapidly become a member to relay on.

WORK EXPERIENCE

5 Year experienced in Email Marketing, Mail creation, Team managements, Client handling and Project handle in the field of BPO/Non-Voice company BluezInfomatics Solution At Tirupur.

3 Months experienced in eBay Projects(Give reports about products to Clients) and Epub Projects(Basic Epub).

6 Months experienced in Government Projects (Aadhar Card and Employee ESI & PF details update in Govt Software).

PERSONAL DETAILS

- ✓ Name :Rajalakshmi Saravanan
- ✓ Date of birth :02/09/1993
- ✓ City :Dindigul
- ✓ Marital status :Married

EDUCATION QUALIFICATIONS

❖ **Bachelor of Computer Science - 82 %(2011-2014)**

*L.R.G Arts and Science College,
Tirupur, Tamilnadu.*

❖ **Higher Secondary School**

SSLC- 93%

HSC – 82%

*Diraviam Girls Higher Secondary School,
Dindigul, Tamilnadu.*

TEAM LEADER ACTIVITIES

- ❖ *Maintenance of old and upcoming projects updates and details.*
- ❖ *Assign daily employee tasks and monitored activity and completion.*
- ❖ *Responsible for distributing information to team members.*
- ❖ *Official and Client mails follow up . Maintenance Clients orders.*
- ❖ *Prepared daily and monthly reports of production on updates to project specifications.*
- ❖ *Fix and Maintenance Email marketing price detail in server.*
- ❖ *Coaching and development of the staff.*
- ❖ *Lead the team's problem solving and continuous improvement activities.*
- ❖ *Implementing new initiatives and making sure all staff understand them.*
- ❖ *Checking on the quality of work an employee does.*
- ❖ *Research and Development about new updates of projects.*
- ❖ *Live chat details maintenance.*
- ❖ *Explain about project details to other team mates and team members.*
- ❖ *ERP maintenance in server.*
- ❖ *Prepare Price details based on project values.*
- ❖ *Submit a Daily report to Managing Director.*
- ❖ *Maintained effective Quality control methods.*

AREAS OF EXPERTISE

*Project management
Disciplining staff
Allocating work duties
Delegating work
Absence management
Monitoring staff performance
Support management
Improving cost efficiencies
Client engagement
Problem resolution*

LABORATORY SKILLS

- ✓ *EPUB and ePay*
- ✓ *Microsoft office (MS Word,Excel,Outlook,Intenet Browsing etc)*
- ✓ *Page Converting (e.g PDF to word,jpg to pdf like)*
- ✓ *Emulator Apps check*
- ✓ *SEO*
- ✓ *All types of Mail create,Data entry and Online works.*

LANGUAGE PROFICIENCY

English (Read/Write)-Good (Spoken)

Tamil: Mother Tongue

PERSONAL SKILLS

Ability to work under pressure and adopt to others.

The ability to gain experience quickly.

Computer proficiency.

Self motivated, creative, Ambitious.

Good leadership ,Communication , Negotiation and presentation Skills.

Excellent problems solving.

Strong analytical and project management skills.

Excellent understanding of email marketing concepts, metrics and best practices

DECLARATION

I solemnly pledge that the above furnished information is true to the best of my knowledge and belief.

Your truly,

R.Rajalakshmi