



Ranjitha Sellamuthu

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Address: 32-201, Al-Khail Gate, Al-Quoz, Dubai, UAE

Date of Birth : 04/06/1995

Gender : Female

ABOUT ME

- Aiming for the greatest opportunity to be one of the pillars which will enhance my knowledge with hard-working and innovation towards the development of the organization.

WORK EXPERIENCE

SENIOR SALES EXECUTIVE,

ICICI BANK LTD., (Modern Business Solutions) [01 Dec 2017 – 18 Feb 2022]

City: Perambalur

Country: India

- Provide marketing intelligence to sales management
- Execute effective negotiation and closing techniques to secure good quality margin business
- Participate in call planning and weekly status updates
- Participate in marketing campaigns, sales forecasts, and strategies
- Manage leads lifecycle
- Developing a strategy and sales plan to address the designated industry sectors
- Background in sales of high-value Supply Chain Management Applications
- Teamwork and personal drive
- Independently manage assigned accounts. Develop and manage opportunities and proactively work to close opportunities

ADMINISTRATIVE OFFICE ASSISTANT

Ventura security ltd [01/06/2016 – 20/12/2016]

City: Trichy

Country: India

- Welcoming visitors to the Office, Clarifying their Doubts and Queries.
- Checking EMAILS, ensuring timely responses to all Queries.
- Receiving Phone Calls and Messages and Immediate response to all information.
- Writing up, Sending Business Letters and Scheduling appointments.
- Software Skills in MS OFFICE. My Duties are to Prepare, Type Copy, Print, Bind Fill and File all Documents.
- Scanning and Printing various documents and large amount of Paperwork.
- Coordinating Office Equipment for repair and Ensure its working condition.
- Develop, Update, Record, and maintain accurate Administrative Systems and Resolving Administrative Problems.
- Responding promptly to All Administrative Queries.

ADMIN ASSISTANT

Omega Healthcare Service Ltd., [01 Dec 2017 – 01 Jun 2017]

City: Trichy

Country: India

- Processing all client closure requests, following the client closure process
- Liaising with a multidisciplinary team on various tasks
- Providing administrative support to the back office
- Provide support for extended service agreements pertaining to cancellations, payment transfers, refunds, and chargebacks.
- Assist the Client Treasury Services Admin Team Supervisor with the monitoring of the Treasury Admin e-mail Inbox, ensuring all requests are actioned and the investigation of queries, under supervision, relating to tasks undertaken are completed to a satisfactory level.
- To assist Guernsey with the reconciliation of Lloyds accounts by providing statements daily
- Match all Fixed Term Deposit confirmations and chase any outstanding, both via electronic and postal methods, ensuring all postal confirmations are forwarded to the correct department.

JUNIOR FINANCIAL ASSISTANT

Swaraj Shipping Ltd [05 Jun 2017 – 20 Dec 2017]

City: Chennai

Country: India

- Make recommendations on improvement of work processes
- Provide support and assist with Office Statutory Audits
- Perform other related tasks as assigned by management
- Bookkeeping/management accounts and Month End processes
- Supporting Senior Finance Assistant.
- Provide sales support to the digital sales team
- Regularly manage the online Catalogs
- Responsibility for account management
- Sample management, distribution, and organization
- Creation of weekly and monthly key performance Indicators report
- Executes realistic seasonal shipping projections
- Efficiently work with the team of Account Executives/Management team
- Work closely with the Executive Directors to develop and accomplish goals and strategic plans
- Make sure all monthly orders are executed in a timely manner

EDUCATION

MASTER OF BUSINESS ADMINISTRATION – CGPA 7.9

M.A.M COLLEGE OF ENGINEERING -ANNA UNIVERSITY [2014 – 2016]

Address: TRICHY (India)

BACHELOR OF BUSINESS ADMINISTRATION – CGPA 9.0

BHARATHIDHASAN UNIVERSITY [2011 – 2014]

Address: PERAMBALUR (India)

LANGUAGE KNOWN

- Tamil
- English

SOCIAL AND POLITICAL ACTIVITIES

National Service Scheme (NSS) - BHARTHIDASAN UNIVERSITY, 2011 – 2014

- Participating in the various Concurrent Programs Organized under N.S.S and Completed Satisfactory Service in the National Service Scheme.
- Actively Participated in the "SEVEN DAY N.S.S SPECIAL CAMPING PROGRAM" on the theme "HEALTH YOUTH FOR HEALTH INDIA" organized at SIRUVACHURI VILLAGE/SLUM.

SKILLS SET

- Microsoft Office (word, excel, PowerPoint and Outlook)
- Tally ERP 9
- Operating system Windows 7, 8 and 10
- Positive Thinker
- Strong analytical
- Highly motivated and ready for a challenge
- Co-Coordinating full month-end procedure, including preparation of balance sheet, income statement, and trial balance
- Prepare General Ledger and Journal Entries Analysis
- Ability to solve problems independently
- Prepare the Payroll, VAT & GST
- Prepared reconciliation for monthly closings
- Time management

PASSPORT DETAILS

PASSPORT NO: U4368758

VISIT VISA: Up to 19 May 2022

DECLARATION

All the above information that I have provided is true to the best of my knowledge and belief.

Ranjitha Sellamuthu