## **SangeethaThanuPillai**

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DOB: 23/04/1973

## **Objective:**

Prospectively promote to suitable jobs that helps me to use my experiences meaningfully. I am flexible and adaptive to new work environment and can make effective professional contributions.

## **Educational Background:**

## Bachelor of Arts (Economics) - Indira Gandhi National Open University, Vadodara, India

## **IT Skills**

## MS Office, RPK, Comptek, ERP

## **Communication Skills: Good Liaisoning capacity**

## Languages known: English (Fluent), Malayalam (Fluent), Hindi (Fluent), Gujarati (working knowledge)

## **Work Experience**

1. **Organization: (Integrated Travels and Tours -approved by the Ministry of Tourism,Kerala)**

**Period: October 2018 to December 2019**

**Position Held: Administrative Executive**

* Liaise with multiple private sector clients for outstandingpayments.
* Liaise and timely payment follow-up with Accounts and Revenue department payments
* Verification of the payment requests .
* Process and coordinate bookings, vehicle registration, contracts etc.
* Online Tender administration
* RoutineOffice administration

1. **Organization: Kalakaumudi Publications (P) Ltd, Trivandrum, Kerala.**

**Period: Month 2016- August to 2018 September:**

**Position Held: Marketing Coordinator (Advertisement Department)**

* Liaise and coordinate with Advertising Team, organisng & scheduling process of advertisements for Magazines and mid day daily.
* Conducting the meeting of All Kerala Advertising Team and preparing the minutes.
* Back office management of advertising team.
* Coordinating with Editorial section, designing section regarding advertising as well external advertisements.
* Arranging Proposals of Regular magazines.
* Rolling out Special Magazines during festive times, using inclusive modalities as per requirement of the festival. (eg: Panchangam, Sivagiri Special Book).
* Dealing with back office management of Public Relation Department based advertisements.
* Dealing with Accounts and Revenue department regarding Schedules and Billing.
* Conducting collection meetings and following up of Outstanding Payments.
* Documentation work.
* Routine office work and procedural follow ups regarding advertisements.

1. **Organization: Seagull Logistics, Vadodara, India.**

**September 2010- November 2012**

**Position Held: Administration and Accounts Executive – General Office Administration and Accounts Executive**

* Management of office team
* Systematically organized accounting procedures.
* Customer service relationships were moulded to its best.
* Carried out effective communication with all clients and senior management teams at head office.
* Billing and Cash Tallying.
* Experienced in working with - MS Office-XP, ERP,and Internet etc.
* Professional experience in handling financial procedures with banks, companies and its follow up.
* Managed to collect cash backlog of past 10 years for the company.

1. **Organization: Goods India Carriers, Vadodara, India**

**Period: April 2006– April 2010:**

**Position Held: Assistant to Director and Manager**

* Good Know how about routine office work and supply chain.
* Usage of Tally- version 9 for accounting purposes
* Well versed in all official transactions and routine office procedures.
* Inventory management.
* Management of manpower in and out of state.
* Warehousing procedures were followed at its best.
* Good convincing skills with delivery team, can lead the team to complete any given task.

1. **Organization: Share accounting, H.H.Investment, Vadodara, India.**

**Period: April 1992– April 1998:**

**Position Held: Office executive**

* Contributions in Administrative level - 6 years
* Application of software packages like RPK, Comptek, etc. in accounting.
* Routine office work and procedural, follow ups.

**FUTURE ASPIRATIONS:**

* Contribute as a good liaisoning officer
* Develop sustainable & quality based management systems
* Can work with multi centric approaches and align teamwork

**Personal attributes and qualities:**

* Sincere, hardworking, committed,Co-operative and industrious in nature.
* Responsible for completion of duties assigned in time.
* Effective communication skills.
* Good team spirit, harmonious, with people oriented perspectives.
* Humanistic approaches in life.