

Saranya Selvaraj

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PROFILE

Competent & result-oriented with an overall experience of 3 years as an Administrative Specialist and Catalog Executive. Eager to utilize my skills and knowledge to help achieve personal and organizational goals. Significant ability to work and implement new strategies.

PROFESSIONAL EXPERIENCE

2021 – present
Trichy, India

Administrative Specialist
[Aravi Constructions]

Key Deliverables:

- Overseeing the logistical requirements of a project. Evaluate all contract documents and prepare reports for any deficiencies in projects and ensure adherence to all designs.
- Provide administrative services to clients such as payroll, dependent, deployments entitlements, and individual bond or allotment changes as requested.
- Ensuring the delivery of high-quality work within contract timescales and setting targets, objectives, and responsibilities for all supervised staff.
- scheduling and maintaining a calendar of appointments and meetings. Collects and compiles data to prepare reports and provide supporting documentation.

2019 – 2020
Bangalore, India

Catalog Executive
[Aconitum Marketing Traders]

Key Deliverables:

Product Listing:

- Product Listing {Both single/Bulk Upload} for various E-commerce portals like Lazada, Shopee, Tokopedia, and Zalora.

Marketplace Management:

- Interacting and Coordinating with vendors to accurately reflect the catalog price, Product details, and other product-related information.

Campaigns:

- Created Product Campaigns like Vouchers, Bundle deals, free shipping, and Discount Promotions.

Inventory Management:

- Interacting with the Warehouse team and updating the stock value per the client's requirement

EDUCATION

2014 – 2018 Trichy, India	Electronics & Communication Engineering(B.E) Kongunadu college of Engineering & Technology
2013 – 2014 Trichy, India	Higher Secondary Education(12th) Amala Girls Hsc School
2011 – 2012 Trichy, India	Secondary Education(10th) Amala Girls Hsc School

PROJECTS

Controlling home appliances using mobile phone

Domain: IOT

Multidimensional smart cap for visual challenges

Domain: GSM Technology

RFID based door opening system using Android Mobiles

Domain: IOT

AWARDS

Got second price in Project Expo

Bannari Amman Institute of Technology

Got Second price in I-Programming

Tamilnadu College Of Engineering

CERTIFICATES

- Attended PLC and SCADA course in LIVEWIRE in Trichy.
- Undergone In-plant training in BSNL Trichy.
- Attended IOT workshop in Kongunadu College of Engineering.
- Attended value-added course in Labview at Kongunadu college of engineering.

SKILLS

- MS-Office Proficiency
- Multi-Tasking Skills
- Problem Solving Skills
- Project Management & Planning
- Adaptability
- Excellent Verbal & Written Skills
- Leadership Skills
- Client Relationship Management
- Employee Relations