

Rajshree Singh

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Marital Status: - Married

D.O.B: - 05/02/1987

Nationality: - Indian

Languages: - English, Hindi, Marathi and Bengali.



Career Objective:

To become an integral member of a prestigious & progressive organization, where my skill in administration & co-ordination utilized, expanded & challenged, towards continuous improvement and growth. A self-motivated and capable personal who already worked for construction and IT field with host of experience into handling clients mail and enquiries and managing daily schedule of office. A capable, talented and lively Administrator who possess high levels of accuracy and attention to detail, good organizational abilities, and able to perform well in a fast paced, demanding environment. Self-motivated, with an enthusiastic and passionate manner Right now I am looking to work for an exciting company that is committed to excel.

Key skills: AREAS OF EXPERTISE

- Strong administration skills
- Ability to create and manage timelines
- Excellent in Creating reports using spreadsheets
- Excellent interpersonal and customer-facing skills
- Contacting potential clients
- Ability to multi task with strong attention to detail
- Ability to work accurately, with attention to detail
- A high level of confidentiality
- A confident and clear telephone manner
- The flexibility and willingness to learn
- The ability to work as part of a team
- support the development of the Team members
- Organizing and planning ahead
- Ability to work with minimum supervision
- Tact and diplomacy
- Familiarity with business software such as Microsoft Office etc.

CAREER SUMMARY:

PROFESSIONAL EXPERIENCE: October 2016–Till Present

COMPANY: Easyreach Healthcare Pvt. Ltd.

POSITION: Administrator and Sr. Customer Service

Main Roles and Responsibility: -

- *Handling calls emails and letters.**
- *Updating the reports.**
- *Handling client enquiries.**
- *Analyze requirements by working with clients.**
- *Client coordination and follow ups.**

- *Managing and maintaining a calendar of MD and sales team.
- *Travelling arrangements for MD and sales team. Booking of air, train and bus tickets.
- Arrangement of hotel rooms and cab.
- *Maintaining daily MIS.
- *The day - to - day Responsibility.
- *Motivating & coordination with Business Development Team.
- *Arranging team meetings, taking dictations and preparing MOM.
- *Client Registration for website services.
- *Creating Doctors account & helping them with registration formalities.
- *Handling Office supplies, renewals, petty cash and Bills.
- *Attendance and leave management of field staff.
- *Preparing and providing the presentation and necessary data requirements to field person.
- *Training and guiding New team members.
- *Preparing and providing the presentation and necessary data requirements in case of any conference and seminars.

PROFESSIONAL EXPERIENCE: March 2013 – October 2016

COMPANY: Singh Construction Pvt. Ltd.

POSITION: Administrator and Sales Coordinator

Main Roles and Responsibility: -

- *Handling customers, sales coordination & business generation.
- *Handling phone calls, and emails.
- *Updating the reports.
- *Motivating & coordination with Business Development Team.
- *Maintaining daily MIS.
- *Preparing Invoices, PO and Challan's.
- *Arranging team meetings, taking dictations and preparing MOM.
- *Handling Office supplies, renewals, petty cash and Bills.
- *Attendance and leave management.
- *Managing and maintaining calendar of MD and sales team.
- *Handling all bookings related to traveling and accommodation.
- *Handling pre-sales and post-sales activities.
- *Maintaining companies CRM systems.
- *Preparing Quotations & maintaining office record.
- *Maintaining bills & invoice daily basis.
- *Maintaining Daily MIS.

- *Handling letters and correspondence.
- *Routine office work.

PROFESSIONAL EXPERIENCE: March 2012 – Febraury 2013
COMPANY: Havemore Insurance Brokers Pvt. Ltd.
POSITION: Customer Service Exec.

Main Roles and Responsibility: -

- *Daily generating leads for investment.
- *Maintaining Daily MIS report.
- *Doing system related work i.e. Client creation & checking status of the policy.
- *Back Office Assistant & Computer Operator.
- *Evaluation of lead & conversion into cross-selling.
- *Handling mail related work.
- *Handling customer query & form filling work.

Educational Qualifications:

- S.S.C (WBBSE)
- H.S.C (WBBSE)
- B. Com (University of Calcutta)

Additional Training/Seminars:

- Arranging and participation in CME'S & Events.
- Perusing M.B.A From Welingkar.

Computer Competencies:

- | | |
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| <ul style="list-style-type: none">• CRM• Salesforce, Jira etc.• MS Word, excel, PowerPoint• E-mail, outlook, Google etc. | <ul style="list-style-type: none">• Data entry• Operation platform: windows all version, Vista |
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I hereby declare that all the information given above is true to best of my knowledge and belief.

Place: Mumbai, India
Date:

Signature
(Rajshree Singh)