

Raghavan Srinivasan		
Address : Flat 3 Balwant Apartment, Rambaug-6, Kalyan (West)		
Telephone : 8850858628 Age : 44 yrs		
E-mail srinivasanraghavan2@rediffmail.com		
Profile	Successfully in worked in Recruitment, Operation and Marketing but really want to make a successful career. So good and long term association is required I am seriously want the same. So Opportunity given I will do the level best.	
Education	M.Com, Human Resource Management, Strategy -Pune University. B.Com, Accounting, Taxation, Purchasing – University of Mumbai. Basic Computer Diploma in MS office Got Diploma in Accounting,Computer Accounting Taxation, Diploma in office Automation Diploma in C Programming Diploma in Tally -9.0	May 1998 Dec 1995 May 1998 May 1999 Jan 1999 Jun 2000 Jan 2001 Oct 2009
Career History	Currently working in Himalaya Drugs as Customer Service Executive (i.e Inventory auditor+ Accounts verification). Job Profile .Physical Verification of Stock Verification in Client Place Ledger Verification . Taking the Details of DSM i.e Distributor Sales ManagerAnd ISR i.e Internal Sales Representative. Taking the stock summary through the leap Software and getting physical authorization of the stock statement . Getting the authorization of Client of the attendance of DSM + ISR . Giving the credit notes to the Clients . Getting the NOC from the client that the about the manual claim and leap claim. and the approval of the same in the form given by the company.	May 08,2017 – Currently working.

	<p>Currently worked with MobiNext Technologies Pvt Ltd as Inside Sales Executive Mumbai</p> <p>Job Profile:</p> <p>Basically doing all the marketing executive i.e database management,telecalling,Email, Inmessage ,Inmail to be sent to clients. Fixing the appointment, Sending the confirmation email to be send to the client and the person who will be giving the demo for the appointment.</p>	Nov,2015 – Aug 2016
	<p>Worked with SGS as a TeleMarketing Executive for year .</p> <p>1. Basically calling customer for ISO training.</p>	Nov,2012- Nov,2013.
•	<p>Worked with RTG as admin and hr support Mumbai Nov-21-2011-MAY-25TH,2012</p> <p>Was working for Reliance technology group-basically taking care of Administration and HR Co-ordination work.</p>	Nov, 2011 – May, 2012
•	<p>Vfs Global Pvt Ltd Officers – Operations Mumbai</p> <p>Was working with operation team as a officer basically taking care of back-office operations.</p> <p>. Basically dealing with the passport details done by data entry in the respective package i.e data entry of the passport details.of the applicant.</p> <p>.Going to the consulate and collecting the passport from the consulate of South Africa.and distributing to the respective applicant.</p>	<i>June,2010- April2011</i>
•	<p>Softdel System Pvt ltd Mumbai</p> <p>Technical Recruiter</p> <ul style="list-style-type: none"> Handled the recruitment of over sixty personnel in IT and non-IT roles. Able to handle all aspects of the recruitment process without supervision Consistent and successful in recruiting the right personnel Coordinated and responded to complex requests, resulting 	March-2006- Feb-2009.

	<p>in increased department satisfaction</p> <ul style="list-style-type: none"> • Using IT and Internet effectively during the recruitment process. • Effectively conducted initial interviews and screened out inappropriate candidates to reduce time loss due to face to face interviews. • Ability to conduct the background checks appropriately needed. • Organised client interviews to ensure a complete understanding of their requirements. 	
•	<p><i>Software Architects</i> <i>Mumbai</i></p> <p><i>Technical Marketing Officer</i></p> <ul style="list-style-type: none"> • Technical sales of trading (export) specific software to targeted clients • Identified and qualified potential clients, and arranged meetings to demonstrate product capabilities. • Successfully sold fifteen packages in one year. 	<p><i>Jan, 2001 - Jan 2002</i></p>
	<p><i>Sridhar and Sandhanam- Audit firm</i> <i>Mumbai</i></p> <p><i>Audit Clerk</i></p> <ul style="list-style-type: none"> • Seconded to Bank to check and audit back office processes. • Handled the issuance and checking of Chequebooks, passbook, etc. • Verified information, specifically client information prior to remittance • Contracted work for three months. 	<p>July 2000 - Oct 2000</p>
•	<p>Capital Market: Mumbai</p> <p>Data Entry & Verification Operator</p> <ul style="list-style-type: none"> • Converted paper based reports and company issues to electronic forms. • Handled the inputting and scanning of Directors reports, Press releases, memorandum and annual reports. • Check and verified the authenticity and veracity of the information provided. 	<p><i>May 1999- June 2000</i></p>
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	Johnson & Johnson <div>Mumbai</div> <i>Data Entry and Verification Operator</i> <ul style="list-style-type: none"> • Entered specific data of companies clients on to companies database. • Checked the integrity and validity of information entered • Kept the information pertinent to ensure users had valid information 	<i>May1996- July1996</i>
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