

MADHI NAGARAJU

#35/1, Munewswara Temple Street, Hoodi Layout, Amruthahalli, Bengaluru – 560092

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Professional Summary

Goal-oriented individual with a pleasant personality and a tenacity that knows no restrictions. A multitasking Physician Liaison considered highly ambitious, willing to meet or exceed monthly quotas and capable of maximizing brand awareness. Competent administrative professional supporting the underwriting process with effective document evaluation, report writing and file management skills. Proficient in issuing quotes, gathering details and reviewing renewal requests.

Skills

- Self-motivated
- Extremely organized
- Strong verbal communication
- Report writing
- Data management
- Methodology implementation
- Public speaking
- Document scanning
- Data entry
- Clerical support
- Staff development
- Client assessment and analysis
- Materials preparation
- Skilled in Software
- Team leadership
- Budgeting and finance

Work History

Back Office Executive, 06/2004 to 08/2018

GroupM Media Pvt Ltd – Bengaluru

- Worked directly with Admin department, clients, management to achieve results 85%.
- Responded to customer requests via telephone and email.
- Copied, logged and scanned supporting documentation.
- Entered details such as payments, account information and call logs into the computer system.
- Analyzed departmental documents for appropriate distribution and filing.
- Accountable for billing to client along with proper voucher copies.
- Maintenance of Files and other document
- PO reconciliation
- Weekly report competitive tracking, Publication used number of insertions during the week and average size of the ad.

Operations Executive, – 04/2003 to 2004

Way 2 Wealth Securities Ltd- Bangalore

Job Responsibilities:- Primary & Secondary marketing shares credit and debit transferring to clients bank dmat a/c,secondary marketing-daily after closed online trading market, generating estimates and bills for clients and send it to respective branch.Followup payments and share certificates of buying and selling.

Education

Executive MBA

Bachelors Degree in Commerce

Diploma in Computer Hardware

PERSONAL DETAILS:

Date of Birth: 09-10-1978

Nationality: Indian

Marital Status: Married

Languages Known: English, Kannada, Telugu and Tamil

Interests

Sports, Listening Music and Reading Books

DECLARATION

I hereby declare that all the above information furnished to you by me is true and correct to my knowledge. I will be glad to serve in your prestigious organization & confident of giving satisfaction to my superiors is the discharge of my duties, if given an opportunity.

Thanking you

Madhi Nagaraju