

Curriculum vitae

SEEMA RAMRAJ

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OBJECTIVE:

Looking for an opportunity in an esteemed organization, which gives scope to utilize and improve my skills and abilities, which contributes towards the organizational growth while being resourceful and innovative.

WORK EXPERIENCE:

Organization: RxPrism Health Solutions Private Limited

Designation: Sales and Marketing Coordinator (8th AUGUST 2018-Till Date)

Department: Administration and Accounting

KEY ROLES:

- Lead Generation
- Developing Proposal
- Maintaining Database
- Update the PO Tracker
- Maintaining Agreements
- Coordinating with finance team for raising the invoice
- Assisting various team to set up Web Ex
- Assisting in Primary research related work
- Connecting to people on LinkedIn and writing LinkedIn messages.

WORK EXPERIENCE:

Organization: Freedom International School

Designation: Front office Executive (4th NOVEMBER 2016 – 3rd April 2017)

Department: Administration

KEY ROLES:

- Maintaining Day Care Fess.
- Maintaining the Track of Student Data.
- Maintaining Hobby Class Data.
- Prepare Circular for students.
- Record and update Principal about all daily information, appointments and meeting.
- Update Friday folder and send the syllabus to parents.
- Prepare study certificate, TC, Bonfide certificate and NOC.
- Handling the Admission Process.
- Schedule interviews for Teaching Faculty.

WORK EXPERIENCE:

Organization: Altisource Portfolio Solutions
Designation: Senior Associate (23-May-2011– 28-October 2016)
Department: Assurant Open Items

KEY ROLES:

- Handling out bond calls for mortgage process.
- Preparation of Renewal mortgage bills.
- Working as a team to achieve targets.
- Maintaining 100% quality on every call.
- Working on the Websites ,faxes and Exceptions

ACHIEVEMENTS AND ADDITIONAL RESPONSIBILITIES

- Has been awarded as the top performer for several Months.
- Has been awarded as a week topper consistently every month.
- Has been invited for Milestone event on basis of top performer for the average of 6 months.
- Make sure SLA work is completed before given period of time on daily basis.
- Have worked on special assignments given by leads to ensure that they are completed on time.
- Have been assisting the new joiners on process clarifications.
- Assisting Floor lead and Team Lead in maintaining Error Tracker to track the errors and to give regular feedbacks.

STRENGTHS:

- People Management.
- Willingness to take Challenging tasks.
- Good and effective Communication skills
- Flexibility.
- Outgoing with effective organizational and communication skills both written and oral.
- Good team player, ability to lead a team in times of crises.
- Proven ability to take initiative to achieve company objectives.
- Ability to multitask to achieve business and departmental objectives.
- Versatile and quick to learn new tasks/skills.
- Dedicated to quality and the highest work standards.
- Ability to train and mentor teams.

EDUCATIONAL QUALIFICATION:

QUALIFICATION	INSTITUTION	Year of Passing
B.COM	Indian Academy College	2011:- 1 st class
PUC	Bishop Cotton Women's Christian College	2008:- 1 st class

SSLC	St Anne's Girls School	2006:- 1 st class
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Personal Profile:

- Name: Seema Ramraj
- Date of Birth: 15th June 1990
- Gender: Female
- Marital Status: Married
- Nationality: Indian

I hereby declare that the Information furnished above is true to the best of my knowledge

Yours sincerely

Seema Ramraj
