



GEETHA S

PROFILE

Career Objective : Seeking a classical opportunity to serve in esteemed organization and prove myself worthy in the uplift of the organization by using my knowlege acquired during my work experience.

Area of Experience : 19 Years of Experience in Various Fields –Administration , Business Development (E- Commerce), Collection – Recovery , Finance & Accounts, CRM (Post Sales) & Graphic Designer

✓ Proficient in a range of application – ERP, Including MS Office, Photoshop, Pagemaker & Coreldraw

✓ Known for Honesty, Integrity, Organizational skills, and friendliness.

WORK EXPERIENCE

Working with Milir Group of Institutions, September 2022 - April 2024 - SENIOR ADMIN MANAGER

Managed a team of 10 staff members across different departments and ensured smooth coordination and productivity.

Handled software coordination, Document collection, collection entries in software, and petty cash maintenance.

Managed office administration and maintained accurate data records. Suggested design ideas for internal communication and presentation needs.

Supported academic teams and managed daily operational tasks to ensure smooth functioning across departments.

Working with MEMBERS CHIT PRIVATE LIMITED (MCPL), September 2019 - September 2022 - CREDIT & COLLECTION HEAD

Coordinate activities of Collection Agents to ensure a smooth and efficient department that reduces the number of cases that are overlooked. Oversee the collection of outstanding credit and invoices to minimize profit loss while ensuring it is handled appropriately and per company policy.

Working with Baumwolle Hawkers Pvt Ltd, April 2019 - August 2019 www.jignov.com - Operation Manager

- Analysis, Prospecting, Negotiation, closing on commercials and deals.
- Building and Managing strong relationships with sellers.
- Maintain daily, weekly and monthly MIS for reporting and analysis.
- Maintained positive customer relations by directly providing customer service.

CONTACT

☎ 99403 04991

✉ geetha.vijay29@gmail.com

📍 Ramanathapuram, Coimbatore

EDUCATION

2003 - 2006
MADURAI KAMARAJ
UNIVERSITY

- M B A (HR)

2000 - 2003
BISHOP AMBROSE COLLEGE

- B.COM

SKILLS

- Multitasking
- Administrative Skills
- Teamwork
- Time Management
- Leadership
- Customer Service
- Problem Solving

LANGUAGES

- English
- Tamil
- Telungu

WORK EXPERIENCE

Working with VTAIL Commerce Pvt Ltd, August 2018- April 2019

Manager - Business Development

- Develop, lead and execute purchasing strategies. Track and report key functional metrics to reduce expenses and improve effectiveness Craft negotiation strategies and close deals with optimal terms.
- Partner with stakeholders to ensure clear requirements documentation
- Seek and partner with reliable vendors and supplier

Working with Smartway India Enterprises LLP, Jan 2017- August 2018

smartshoppi.com - Assistant Manager - Business Development

- Identify, build, acquire & manage the vendors from various product categories in India.
- Initiate strategic tie ups with manufacturers to scale the sourcing demand.
- Manage the end to end contracting & negotiation with the suppliers.
- Maintaining cordial relations with the suppliers for a healthy & long term relationship.
- Resolving escalated customer complaints & disputes.

Working with Getit Infoservices Pvt Ltd., ,November 2016 - December 2010

March 2014 - November 2016 - Collection & Accounts Manager

- Administered past outstanding due accounts and facilitated required decisions. Evaluated all collection activities and modified as required.
- Maintaining cash collection v/s cash deposited reconciliation and identifying the gaps and instructing BM to deposit the same with immediate effect.
- Handling Petty Cash & Expenses bills consolidate & sending to HO.
- Final Assets verification as on date
- All SPOT related spends v/s disbursements of Coimbatore, Erode, Salem, Madurai & Trichy
- Taking care of Copy of all vendor and utility bills including agreement.
- Coimbatore, Erode, Salem, Madurai & Trichy

November 2012 - March 2014 - Senior Executive - CRM (Post Sales)

- Handling Coimbatore station Reports, Delivery of the product, Customer Support & complaints resolving.
- Collecting, analyzing, evaluating and accounting the information in order to increase productivity of sales.
- Providing sales and administrative support involving efficient handling of top and confidential agreements. Resolving all the service related issues

December 2010 October 2012 - Graphic Designer

- Prepares work to be accomplished by gathering information and materials.
- Plans concept by studying information and materials.
- Prepares final layout by marking and pasting up finished copy and art.

Worked as an Website Designer in Ideas Eternal, Coimbatore from May 2010 November 2010.

- Creating website designs & Producing sample sites
- Meeting with clients to discuss requirements and/or project progress

Worked as an Graphic Designer in Geetha Art Printers from Jan 2004 to Feb'2010

Demonstrated ability to produce a wide variety of graphic products including Notice, Business cards, Letter heads, Invitation, Ledger, Diary, Calender as well as different materials.
Proficient experience with PageMaker, Coreldraw and Photoshop

PERSONAL DETAILS

1. Name : S.Geetha
2. Date of Birth : 29-12-1982
3. Sex : Female
4. Martial Status : Married
5. Husband Name : J. Vijayakumar
Toll Incharge - L&T Transportation Infrastructure Limited, Coimbatore.
6. Children : Daughter - 1 (18 years)
7. Religion : Hindu
8. Address : 197,Subramaniyar kovil street, Ramanathapuram, Coimbatore - 45.

DECLARATION

I hereby declare that all the details given above are true to the best of the knowledge and belief.

PLACE : Coimbatore.

DATE :

Yours Faithfully,

(S.Geetha)