

J.S. SAJITHA

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• Podanur, Coimbatore

Experienced inside sales and accounts administrator professional with over 9 years of experience in Accounts, project coordination, and sales management. Proven track record in recruitment, payroll management, client coordination, and financial reporting. Adept at using Zoho Books, Tally ERP, MS Office, and ODOO software. Demonstrated ability to increase sales revenue, manage complex projects, and maintain accurate financial records. Skilled in team leadership, client relationship management, and administrative support.

KEY COMPETENCIES

Process improvement
Data-driven strategic planning
Financial Reporting

Report writing and presenting
Critical thinking skills
Excellent communication skills

Strong interpersonal skills
Proactive and self-motivated
Software Proficiency

PROFESSIONAL EXPERIENCE

Agaram Industries, Chennai

Nov 2024-Till Now

Role: Business Admin

- Managed end-end process in Zoho Books (PO, Quotation, PI, Invoice e, E-Way Bill, GRN)
- Coordinated import shipments and clearance
- Handled government E-Tenders and portal submissions

SJ Fabrication, Chennai

July 2024 - Oct 2024

Role: Administration & Accounts

- Recruitment Process
- Attendance management
- Updating daily production team
- Salary Calculation
- BNI Calls attending, GEM Portal works
- Preparing DC for vendor shipments
- Stock Checking when items received from vendor
- Updating Accounts in Tally ERP Software (Invoice, Sales, Payment Entry, Voucher Entry, monthly reports)
- Filing for GST

AVP CBE LTD, Coimbatore

Feb 2021 - July 2024

Role: Lead Executive - Admin, Sales & Accounts

- Recruitment of Candidates Attendance and Salary Calculation
- Time calculation for team
- Client Visit Check-up
- Manage sales-related accounting functions (Accounts Receivable, Accounts Payable, invoicing, vendor bill processing)
- Generating accurate ledger journal entries Monthly profit and loss reports
- Bank reconciliations

- Managed Equipment Division sales, coordinated with clients (20% increase in sales revenue) Prepare weekly/monthly sales meeting reports
- Proficient in MS Office and ODOO software
- Handle team, discuss with marketing personnel to generate leads, provide reports on fieldwork, follow- ups, and conversion of prospective clients

Adair Technologies, Coimbatore

Nov 2018- Dec 2020

Role: HR & Accounts Executive

- Placed high-end technical professionals in IT requirements
- Conducted initial Screening, Sourcing, scheduling interviews, and Salary Negotiation Updated all joining & relieving formalities for candidates
- Follow-ups with Clients regarding business proposals and project estimations Conducted Meetings, Scheduling through Agenda, lining up meetings with Management Raised Invoices & followed up on payments from clients
- Closed in and out Projects from the technical side on the planned time Auditing work follow-ups
- Handled all admin-related works

Republic Human Resources, Coimbatore

July -2015- Oct 2018

Role: Sr. Executive - HR & Admin

- Finding suitable candidates from job portals
- Arranging preliminary interviews for candidates
- Coordinating New Joining Formalities
- Coordinating the purchase of Printing and Stationery
- Maintaining employees' personal files confidentially
- Employees' Attendance maintenance
- Other admin-related works

Pathfinder Business Analyst, Coimbatore

June 2010 - June 2015

Role: Project Coordinator

- Finding suitable candidates from job portals
- Arranging preliminary interviews for candidates
- Coordinating New Joining Formalities
- Coordinating the purchase of Printing and Stationery
- Maintaining employees' personal files confidentially
- Employees' Attendance maintenance
- Other admin-related works

PromedBA, Coimbatore

October 2009- June 2010

Role: Project Coordinator

- Allocating files and sending daily report files
 - Payment posting
 - Auditing all records and sending files through mail
 - Performing leads screening
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EDUCATION

Masters of Information Systems

Majors: Marketing, Accounting & Finance Management
Annamalai University

Bachelor of Computer Technology

Majors: System Software & Operating System
Sri Krishna College of Engineering & Technology