 **Raji**

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| **Objective** |  |
| To be a part of a progressive Organization that will give me a good working environment, encourage team work and also will give me a scope to enhance my knowledge, skills and a growth in my career.   |  |  | | --- | --- | |  | **1. Company name: TALENTPRO INDIA PVT. LTD. (Payroll Comp.)**  **Working for SAP INDIA EDUCATION** |   **Designation:** Education Consultant **-** Operations (Oct 2013 – Jan 2016)   1. **Job Responsibilities (Dec 2010 – Jan 2016)**  * Handling Legal Formalities for SAP Education (Documentation) * Preparation of Agreements/Addendums * Proctoring (Invigilator) for SAP Certifications which includes travel. * Evaluation of Profiles (for course/certifications) * Counseling candidates * Handling E-Academy course (online) Registrations and approvals  |  |  | | --- | --- | |  | **2. Company name: DEXLER INFOSYSTEMS PVT. LTD. (Payroll Comp.)**  **Working for SAP INDIA EDUCATION** |   **Designation:** Admin Executive (April 2007 – Sep 2013)   |  | | --- | | 1. **Job Responsibilities (Oct 2009 – Dec 2010)**  * Attending Phone Calls related to Regular queries on SAP Trainings/certifications | | * Printing Attendance certificates for the trainings that are held at Bangalore and other also locations when required. | | * Handling the registrations for public batches (trainings) that are held at Bangalore | | * Maintaining the files on training enquiry and registration list on regular basis with the participant names and e-Mail ID's | | * Sending out the schedules and registration process to the partners/Individuals for every quarter. | | * Sending the training quotations to the participants | | * Collecting the PO(only from partners) and payment from the partners/Individuals who register for the SAP Trainings and issue the payment receipts as and when required | | * Sending the venue and timing details for the training scheduled | | * Informing the participants/partners on the postponement/cancellation of the training scheduled | | * Doing the Batch Launch on the starting day of the training for all the public batches and also for corporate batches. |  1. **Job Responsibilities (February 2009- October 2009)**  * Handling Billing for all classroom trainings (Public and corporate batches) held at different locations. * Preparing the PI/Quotations * Sending the final Invoices to the customers. | | |  | |
| 1. **Job Responsibilities (April 2007- January 2009)**  |  | | --- | | * Attending Phone Calls related to Regular/ SAP Teched Certifications | | * Checking and answering the e-mail queries pertaining to Certification | | * Printing Attendance certificates for the trainings | | * Printing the SAP Global certificates, score sheets and invoice as and when required across India (certifications) | | | | |  | |

**2. Company name: ANISHA INFOTECH PRIVATE LIMITED**

**Designation:**  Front Office cum Admin Executive for Two years

(Feb 2004- Dec 06)

**Job responsibility:**

* Attending incoming calls and maintaining a log of both inward and outbound calls
* Organizing for hotel arrangements and ticket booking
* Receiving of bills and issue of cheques with acknowledgement
* Maintaining general correspondence
* Salary/attendance registers. Making salary payments.
* Sending call letters to candidates through mail and fixing up their appointments for written test and personnel interviews
* Handling daily petty cash accounts.
* Filing System

**Academic background**

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| **Period** | **Title, Educational Institution and Location** |
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**Educational Qualification:**

* September 2011 Bachelors of Business Management,

Kuvempu University, Shimoga

* July 2003 – January 2004 Diploma in Personal Secretary,

Davar’s College, Bangalore.

* July 2002 – April 2003 II PUC, PES College, Bangalore
* June 2001 SSLC Chamarajpet Girls High School,

Bangalore

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