

**Madhu Ranjani S**

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Al Nahda, Dubai

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Date of Birth: 05-12-1988

Nationality: Indian

Gender: Female

Passport no.: N6146761

Marital status: Married

**PERSONAL SUMMARY**

A versatile and hardworking administrative Officer who is constantly looking for ways to streamline administrative procedures to save the company money. Adapt at identifying challenging assignments and solving problems, working with executive team to improve the company Delivered value projects with utmost client satisfaction within stipulated time and cost

**Key skill and competency Professional**

- Ability to analyses and interpret factual information to solve straight forward problems.
- Ability to work to tight deadlines and under pressure.
- Can work well individually or as part of a team.
- Experienced in handling cash and taking payments from members of the public.
- Making sure the office meeting the strictest health and safety requirements.
- Typing and preparing reports.
- Having a mature outlook and a keen sense of responsibility.
- Strong commitment to equal opportunities.
- Able to manage her own workload.
- Planning employee events like leaving parties.

**Personal**

- Having a calm and unflappable manner.
- Not big headed and willing to ask questions if unsure

**EDUCATIONAL QUALIFICATION****Women's Christian College 2007-2010**

- Bachelor of science in Visual Communication Woman's Christian College 2007-2010
- Master of Science in Visual Communication Loyola College 2011-2013

## **Work Experience**

**From Jan 2018 –  
present**

**GSM TRONICS as Office Administrator**

### **Duties and responsibilities:**

- Leading an administrative team.
- Well versed with different office administration software for customer relationship management (CRM) database, time management, spreadsheets, desktop publishing, note taking and visual presentation.
- Have knowledge in the process of Custom clearance to export & import goods to international borders and for the need for tax and duty assessments and payment.
- Planning and managing logistics, warehouse, transportation and customer services.
- Liaising and negotiating with suppliers, manufacturers, retailers and consumers.
- Organize logistics between supplier and port agent to facilitate supplies on board international ships. • Clear the BOE (Bill of Entry) before the arrival of the goods.
- Analyzing before the shipping document containing an itemized detailed list of the cargo, including weight, dimensions, safety measures, and packaging type.
- Getting the invoices from the companies, authorize and file in according to the weekly criteria.
- Handling accounting accurately and processing in timely manner. • Managing staff holiday, sickness, attendance and absence records.
- Planning and managing logistics, warehouse, transportation and customer services.
- Processing purchase orders and delivery notes and ensuring the safe and timely pick-up and delivery of shipments.
- Producing creditor payment lists and reviewing, preparing, and routing purchase orders.
- Controlling the Office petty cash float.
- Overseeing all supply chain operations.
- Report on payroll expenses.
- Reconciled accounts on a monthly basis including operating savings-unclaimed wages and investment bank accounts
- Conducted commission research for potential savings for the company
- Keeping up to date staff timesheets and leave records processes.

**2013 - 2017**

**THE MADRAS CHRISTIAN COLLEGE as Professor**

### **Key Roll and My Responsibilities:**

- My primary duty is to teach the students of Journalism department.
- I handle subjects like Introduction History of Journalism, Photography, Printing and Publishing, News making
- Fundamentals of Journalism, Ethics and Effects of Media, Media Management, Research paper, reporting to media, Editing techniques, Radio Journalism.

- Research papers for the final year students taken and signed as internal staff member in the department.
- Authorizing faculty next to the Head of the Department of Journalism, for their research projects.
- Conducting practical sessions of events within the department.
- Department cultural were we invite guest from various media field to give guest lecture and interactive sections with the students.
- Inter and Intra College community students who takes part in the events are organized.
- Make a power point present from students to get vast knowledge on the subjects.
- Guest Lectures to other colleges to the Media, Journalism & Communication departments.

**January 2008**

**All India Radio as Radio Jockey**

**Key Roll and My Responsibilities:**

- Radio Jockey is one anchor the shows in every station. I do 3 shows a week and I month 10-12 shows an hour program.
- My shows involve Movie reviews that which is released that particular week. I play songs according to theme of the movie that I interact with audience who calls my show.
- Show 2 is women-oriented program, the caller and I interact tips and experience of their routine in the life, beauty tips, cookery recipe etc.
- Show 3 is for the kids show every weekend show. This show will be replaced if any festival season event. Or more of political, sports talk during the 20-20 matches happen in Chennai.

**2009**

**Vijay TV as Show Producer**

**Key Roll and My Responsibilities:**

- Show stated in the year of 2009 I join as assistant show producer for the first show Adhu Idhu Yedhu, which was directed by Thomson and Siva Karthikeyan as Anchor for the show. As working for this show it is concept design for every episode, Art Direction is the set that is allocated on the episode.
- Show producer has assign the shooting date with the studio booked and the booking of camera men, online editor, show anchor and rest of the show crew.
- On the day of shoot I make the script reaches the correct person, Camera no. being assigned, off stage setting all set right.
- Kallakapovadhu yaru, Little Genius is school students, Super singer, Kadhal Unplugged (Vinnaithandi Varuvaiya), Vijay Awards, Jodi No.1, Enn Dhesam Enn Makkal, Kadhal Meter (2009-2011).
- If it is an interacting with guests the interview is prerecorded and edited before it is being air, which I would edit my own shows. I use Sound Forge software for the Key Roll and Responsibilities: Key Roll and My Responsibilities:

**Declaration:**

I do hereby declare that all the information given above is true to the best of my knowledge and belief.

Regards

Madhu Ranjini S.