

PADMAPRIYA G

Administrative/Accounts Assistant

My Contact

✉ gpadmapriya1976@gmail.com

☎ +91 98410 77985

📍 Chennai, India

🌐 <https://www.linkedin.com/in/padmapriya-ganeshkumar>

Hard Skill

- Admin/Accounts Assistant
- Data Entry Specialist
- Hiring Manager
- Virtual Assistant
- Email Correspondence
- Ecommerce Executive

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- **ICAI – Accounts Trainee**
Articleship Training of 3 Years
Completed in 1999
- **Meenakshi College For Women, Chennai, India**
Bachelor of Commerce- Financial Accounting
Completed in 1996

About Me

Home based proficient and detail-oriented Administrative Assistant experienced in various fields such as Accounts & Administration, Auditing, Ecommerce website- products listings upload, data typing, data entry, web research, database administration, ad posting, data research, data mining, data extracting, email correspondence, virtual assistant, online tutoring.

Professional Experience

Accountant/Administrative Assistant | A2Z Solutions Co, USA

- Reconciled accounts and reviewed expense through cash and cards and entered them in Quickbooks.
- Completed daily cash functions like cash, and banking reconciliations.
- Documented cash, credit, fixed assets, accrued expenses, and line of credit transactions.
- Handled day-to-day accounting processes to drive financial accuracy.
- Creating memorized list of transactions for regular auto payments and adding new vendors and recording new transactions.

Accounts Executive | Ford Business Services Centre, Chennai

- Developed strategic relationships with key suppliers and clients to foster profitable business initiatives.
- Analyzed the scanned images and entered them in the books of accounts.

Process Associate | Sutherland Global Technologies

- Intuit- Project Associate
- Identified and resolved process issues.
- Acted as an Associate for various accounting activities in the backend.

Accounts Trainee | GE Capital International Services

- Reconciled company accounts for credit cards, employee expenses, and commissions.
- Analyzed and verified employee expense reports for accuracy.
- Maintained accurate and complete documentation to facilitate and filing records.

References

- *Stan Wakefield, SMW Publishing, Inc., President*
- *Anil Lal L, Freelance Engineer, Internet Researcher & Research Analyst- Education Technology, Anil.lal2010@gmail.com*

Hobbies

- *Singing, Painting*

Editorial Assistant | SMW Publishing, Inc.

- Successfully worked with SMW Publishing, Inc for over 3 years as an assistant acquisition editor
- Performed well on all fronts and consistently completed assignments on time and on budget.
- Organized material, determined area of emphasis and wrote according to prescribed editorial style and format standards.
- Writing on behalf of the publisher to various professors and associates from universities in the US and UK.
- Gathered database of professors and associates of various schools in the USA.
- Wrote to various professors and associates from various schools around USA explaining about our publishing works and recommended them to share their works to be published.

Data Entry Specialist | Anil Lal, Work From Home

- Associated with Anil Lal for a major project involving web search, data collection, and data entry
- Did a wonderful job with excellent and prompt work.
- Reviewed and updated client correspondence files and database information to maintain accurate records.
- Managed workflow scheduling, data entry, and accuracy verification for large data projects.
- Completed data entry tasks with accuracy and efficiency.
- Compiled data and reviewed information for accuracy prior to input.
- Built and maintained tracking databases for variety of measuring aspects.

Hiring Assistant | Hire Source Solutions LLC

- Preparing databases for a recruiting agent by collecting job details from various websites.
- Sourcing candidates for various job profiles.
- Creating databases in spreadsheets.
- Using LinkedIn, Monster, Dice and other job portals to send connect requests to the suitable candidates.
- Collecting their resumes and shortlisting the candidates based on their profile.
- Scheduling and organizing the interviews after considering their availability.

Medical Records Clerk | Michael Oliva

- Writing medical notes for a group therapist in Miami, Florida.
- Recording all the voice notes of the patients, sent by the therapist into written notes clearly describing the patient's attitude, behaviors and other concepts during their sessions with the therapists.
- Preparing and uploading medical notes based on given information.
- Writing the medical prescriptions based on the therapist's advice.

Content Writer| Freelance

- Writing blogs, editing blogs, creating flyers, and social media marketing content writing.

Data Typing | Freelance

- Manual typing of jpeg images to html files and typing old handwritten letters/books with high level accuracy.

Lead Generation Specialist | Freelance

- Certified lead researcher for short term projects for Indian clients.

Data Analyst | Freelance

- Worked as a data analyst for Digivante, a cloud-based software testing company in the UK
- Gathered leads, performed candidate resourcing, and analyzed various data.

Hiring Manager| Teachers Express

- Hiring Manager at Teachers Express- Involved in gathering leads for candidates, creating profiles, forming databases with all the details available, arranging interviews, creating posters and posts in various social media websites inviting applications for the teaching positions.

Ecommerce Executive | Teachers Express

- Worked in the uploading team of an Ecommerce Website - The Nestery.
- Using Shopify platform - creating CSV files based on the line sheets provided by the vendors and matching the CSV file with the images uploaded through bulk image resizing using shopify platform.
- Matching the images and product description given in the vendor list and uploading the product in the website.

Lead Generation Executive | Freelance

- Lead generation, accumulating databases, and data extraction on insurance agents/agencies and real estate agents/agencies in the United States.

I hereby declare that all the above mentioned facts are true to the best of my knowledge and I shall render the best of my services to my superiors and subordinates and prove to be a value addition to the organization.

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