

MADHUMITHA SARAVANAN

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🏠 TIRUPUR - 641601

PERSONAL SECRETARY

EDUCATION

MBA – PURSUING FROM 2024
Bharathidasan University,
Trichy (Correspondence).

BBA – 2020 TO 2023
Sarada College for Women,
Tirunelveli
(Manonmaniam sundaranar
University) -75%

12th – Bio Maths
St.Aloysius Girls Hr.Sec.
School, Thoothukudi - 65 %

11th - Sambaviga Hr.Sec
.School, Sivagangai - 61 %

10th - Sambaviga Hr.Sec
.School, Sivagangai - 85 %

SKILLS

EXECUTIVE ASSISTANCE

SALES AND MARKETING
COORDINATION

EVENT PLANNING

CROSS-DEPARTMENTAL
COLLABORATION

DOCUMENT MANAGEMENT
ASSESSMENT DESIGN

WORK EXPERIENCE

**RAMRAJ COTTON
(HEAD OFFICE)
TIRUPUR
Jun 2023 – Oct 2024**

JUNIOR ASSOCIATE – SALES SUPPORT

**MANAGED NORTH MARKETING TEAM (JUN 2023 – Oct 2023) &
MANAGED TAMILNADU MARKETING TEAM (Nov 2023 – Oct 2024)**

- Streamlined daily operations by updating daily marketing reports (DMR) and tracking team attendance to optimize performance.
- Analyzed party wise performance metrics to approve marketing orders, ensuring maximum turnover and efficiency.
- Ensured financial compliance by verifying cheque payments and managing pending orders until payment clearance.
- Collaborated with the EDP team to swiftly resolve operational issues, including OOP failures and item visibility challenges.

Dec 2023 - Present

**(Dual role: From Dec
2023–Oct 2024)**

SECRETARY TO CEO

Appointment & Document Coordination: Managed CEO's schedule, organized internal/external meetings, and ensured accurate document submissions across divisions.

Office Maintenance & Monthly Reviews: Conducted regular inspections, raised maintenance tickets, and organized regional review meetings across Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Telangana, and North.

Marketing Team Testing: Prepared question papers, conducted tests, updated results, and distributed to CEO and SGM.

Event Coordination & CEO Support: Managed CEO invitations, coordinated personalized frames, maintained Google Calendar, drafted SGM letters (Marketing transfer, Incentives, Dealers), and prepared/distributed agendas for annual and festival meetings.

Meeting Coordination & Senior Management Liaison: Scheduled meetings, coordinated festival events, and followed up with JMD/MD/Chairman's PA for reports.

Dealer/Party Visits: Guided visiting dealers/parties and showcased ongoing work across all departments.

LANGUAGES KNOWN

1.TAMIL – Native (Fluent in Speaking, Reading, Writing)

2.ENGLISH – Fluent (Speaking, Reading & Writing)

3.HINDI – Completed 8 levels from Dakshina Bharat Hindi Prachar Sabha, Madras