

**SREEJA K PILLAI**

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**CAREER OBJECTIVE**

To serve the organization to the best of my ability by utilizing the professional skills, competencies and experience acquired by me in my academic as well as professional career and to be a performing asset for my organization. To achieve a better position in corporate world as an individual and also as a professional.

**EDUCATIONAL QUALIFICATIONS**

<b>DEGREE</b>	<b>INSTITUTION/UNIVERSITY</b>	<b>YEAR</b>	<b>PERCENT (%)</b>
Associateship	Insurance Institute of India	2018	Pursuing
Licentiate	Insurance Institute of India	2016	80 points
PGDM	Ahmedabad Management University	2017	80
MBA Finance	RBIMS Gujarat University	2010	58
B.FC.SC.	Faculty of Family and Community Sciences - MSU	2008	63.49
HSC	G.H.S.E.B	2005	68.67
SSC	G.S.E.B	2003	73

**WORK EXPERIENCE**

**Programme Associate, Alumni Office, Indian Institute of Management, Ahmedabad** since 02<sup>nd</sup> April, 2018 to till date. Handle all the alumni office activities including Database management, Special Awards – pre award as well as the organizing of the entire Award distribution event, Accounts, Reunions.

**Programme Associate/ Coordinator, Executive Education, Indian Institute of Management, Ahmedabad** since 26<sup>th</sup> December, 2014 to 30<sup>th</sup> March, 2018. Handle all the program activities including pre programme scheduling, timetable, material compilation, activities during the program and post program activities. I have handled both In-company/ customized programmes as well as Management Development Programme.

**Sr. Back Office Executive, Absolute Insurance Surveyors & Loss Assessors Pvt. Ltd.** Since May, 2011 to 25<sup>th</sup> December, 2014. Handling of claim procedure including surveyor deputation, technical admissibility, supervising of salvage recovery process & loss minimizing measures. Communicating with surveyors, insurers, insured's, brokers for required documentation. Preparing and dispatching the Final Survey Reports and Assessments. Preparation of the MIS reports for the assigned policies.

**Business Development Officer, 9 Visa Consultant Pvt. Ltd.** Since June 2010 till 15th March,2011. To do administrative work, maintaining and

handling the account section as well as doing the procedures for the Visa for the clients for GSM, SRS, STNI Visa.

**Teacher, Shanen English School** (2008) 6 months, I taught the subjects like English, Grammar, Mathematics and Environmental Science in Primary Sections and Pre-Primary Sections.

### **PROJECTS UNDERTAKEN DURING PGDM & MASTERS**

- Project on **“A Study on Investment Decision Making Pattern of Investors, with Special Reference to Change in Interest Rate Post Demonestization”** was done to determine the popular investment options and to see if the change in interest rate creates a huge impact on the decision taken with respect to investments.
- Project on **"Appraisal of Wind Power Project of GACL"** from R.K. Patel & Co. I have worked as an assistant to Mr. R.K. Patel in doing many valuations and have assisted him in office work with proper guidance from him.
- **"Fundamental and Technical Analysis of Indian Cement Industry"** analyzed the financial statement of almost 15 companies and their technical price charts to determine which companies prove to be profitable for the investors who need to invest.
- Effect and variation in cost in different processes of a manufacturing company.
- Done Ratio Analysis during my 2nd semester.
- Done Merger & Acquisition Project on Hindalco and Novellis.
- Have prepared Business Plan for Wafer Industry - TimePass Wafers.

### **PROJECT DONE DURING MY GRADUATION**

<b>INSITUTION/CENTRE</b>	<b>WEEKS SPENT</b>	<b>WORKED WITH</b>
JALARAM SEVA TRUST (OLD AGE HOME)	OBSERVATION - 7 WEEKS	ELDERLY'S
ARPAN	STUDENT TRAINEE - 7 WEEKS	MULTIPLE DISABLED CHILDREN
CHETAN BALWADI (K.G. CLASS)	STUDENT TRAINEE 7 WEEKS	5-6 YEARS
DON BOSCO SNEHALAYA (ADOLESCENT BOYS)	STUDENT TRAINEE 7 WEEKS	12-16 YEARS
ANGANWADI (CHAULAD VILLAGE, BHARUCH)	STUDENT TRAINEE 1 WEEK	3-6 YEARS

## **PERSONAL DETAILS**

<b>NAME</b>	Sreeja K Pillai
<b>DATE OF BIRTH</b>	06.09.1987
<b>LANGUAGES KNOWN</b>	English, Hindi, Gujarati, Malayalam
<b>INTERESTS</b>	Reading Books, Listening to Music, Drawing/Sketching, Making something creative
<b>LOCATION PREFERRED</b>	Ahmedabad, Gujarat, India

## **ACHIEVEMENTS**

- I have passed cleared Licentiate from Insurance Institute of India with Distinction.
- I have got 4th rank in the first two semesters of my graduation.
- I am good in writing skills and have a good handwriting and have got a certificate for the same.
- I got the best Presenter for my presentation in Sem 1 of MBA.
- I have certificates in drawing, typing and Gayatri Parivar's certificate in International Sanskrit Gyan Pariksha.
- I have given certain scholarship exams.
- I contributed as a coordinator for CARNIVAL`09 function of college.
- I was a coordinator for seminar on Faculty Training Development program

## **DECLARATION**

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

**(SREEJA K PILLAI)**