



Rahul Valiyapurakkal Raju

Detail oriented professional with 8 years of qualitative experience, seeking to secure a challenging position for similar assignments with organizations of high repute. Expertise in mapping business requirements, developing and implementing the processes in line with the pre-set guidelines with in depth knowledge and ability to understand any secretarial software/ ERP and ability to multi-task within a demanding and fast paced environment.

WORK EXPERIENCE

SUTHERLAND GLOBAL SERVICES | KERALA, INDIA

Sr. Associate – CS Internet - Payroll

Sep 2020- Aug 2021

- Initiated and streamlined the processing of payroll transactions, emphasizing on commitment to operational efficiency.
- Executed precise data collection, calculation, and entry to ensure the accurate maintenance and updating of payroll information for employees on annual leave. Additionally, generated ad hoc financial and operational reports to provide comprehensive insights.
- Instituted and optimized workflow processes, maintaining a vigilant eye on daily productivity to continually enhance the overall effectiveness of office personnel and activities.

Sr. Associate – CS Internet - Loan

Mar 2016- Sept 2020

- Formulated meticulous loan applications by conducting a thorough evaluation of applicant information and documentation.
- Conducted comprehensive evaluations of loan applications and documentation, transparently communicating additional requirements to applicants as needed.
- Managed loan rejection scenarios with clarity, explaining deficiencies to applicants in a constructive manner.
- Coordinated and tracked critical dates, including closing dates, contingency dates, and loan lock expirations, ensuring a well-organized and timely workflow.
- Facilitated loan approvals by issuing checks or forwarding applications to the loan committee, demonstrating a keen understanding of the approval process.
- Executed the completion of loan contracts with precision, explaining provisions to applicants, obtaining requisite signatures and notarizations, and collecting fees.
- Prepared and submitted timely and accurate loan files, leveraging cutting-edge technology for the efficient management of the loan pipeline and conducting thorough credit and underwriting analysis.
- Upheld professional excellence by actively participating in educational opportunities, staying abreast of industry developments through professional publications, maintaining robust professional networks, and engaging in relevant professional organizations.

INFOCARE IT SOLUTIONS Pvt. Ltd. | KERALA, INDIA

Content Writer

Jun 2013 - Feb 2016

- Proven professional content writer adept at crafting well-researched materials for both online and print publications.
- Expertly organizes writing schedules, consistently meeting deadlines for drafts and completed projects.
- Utilizes industry best practices and aligns with organizational mission to inspire innovative content ideas.
- Collaborates effectively within a writing team, engaging with content managers, editors, and web publishers.
- Adheres to editorial calendars, working seamlessly with the content production team to ensure punctual delivery.
- Develops diverse content for various platforms, including websites, email marketing, product descriptions, and videos.
- Monitors and analyzes key performance indicators (KPIs), providing valuable insights for performance enhancement.
- Implements SEO strategies to optimize online visibility and enhance website rankings in search results.

CONTACT

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Gardens, Yeovil,
BA20 1DQ, UK

EDUCATION

M.sc Management

University of South Wales, UK

2022-2023

Bachelor of Computer Application

Mahatma Gandhi University, Kerala, IND

2010-2013

HSE – Computer Science

Govt. Higher Sec. School, Kerala, IND

2008-2010

SKILLS

- Strong verbal and written communication
- Workflow Planning & Implementation
- Contract negotiations
- Advance MS excel, MS word, C & C++
- Documentation and control
- Process flow
- Team Player and Multitasking
- Strategic planning