

VIJI RAMAMOORTHY

PERSONAL SUMMARY

I'm someone who is a dedicated, detail-oriented, and analytical professional with 5 years of experience in administrative support, including roles as an admin assistant, data entry, and customer care. A confident professional who excels at prioritizing, completing multiple tasks simultaneously, and following through to achieve project goals. Communicative customer service professional motivated to maintain customer satisfaction and contribute to company success. History managing large amounts of inbound calls and sustaining satisfactory relationships with customers. Offers skill with CRM systems paired with outstanding active listening and multitasking abilities.

EXPERIENCE

Customer Service Representative

Manulife | Waterloo, ON | January 2023 - March 2024

- My job as a Customer Service Representative is to provide prompt and professional support to Manulife customers via phone, email, and chat by resolving inquiries, maintaining accurate records, promoting additional products, and consistently exceeding quality and satisfaction targets.

Store Supervisor

Farmbazaar | Chennai, India | July 2016 - June 2021

- Managed inventory, organized training sessions for new employees on best practices, ensured excellent customer service, and performed regular audits to verify that policies are being followed correctly. Maintained records of items shipped, received, or transferred to another location. Supervised and coordinated activities of workers engaged in receiving, storing, testing, and shipping merchandise or materials.

Data Entry Clerk

V.R. Real Estate | Chennai, India | November 2010 - February 2016

- Extract customer data from various sources, and manage it in an organized, computer-based system. Executed and ensured on-time delivery of paper-related work to customers. Actively cultivates a strong relationship with the manager and colleagues. Maintained and managed data entry requirements by following data entry techniques and procedures. Fulfilling all general duties, such as preparing, checking, verifying, and processing clients and data information.

Clerk

High Commission of India | Singapore | September 2006 - October 2010

- Obtain proper information and/or data regarding visa processing. Maintain copies of receipts or correspondence necessary for files. Check the issue date and validity of the passport before processing. Keeping track of all payments received in cash, and all agent inquiries regarding card payments. Entering data into database software and checking to ensure the accuracy of the data that has been inputted. Resolving discrepancies in information, and obtaining further information for incomplete documents. Ensuring all cash transactions are processed efficiently.

CONTACT

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 [Bold Profile](#)

SKILLS

- Accurate and fast data entry
- Proficient in accounting software (e.g., QuickBooks, Sage, Xero, Tally)
- Accounts payable
- Strong attention to detail and data accuracy
- Proficient in Microsoft Excel
- Ability to meet deadlines and manage multiple priorities
- Problem solving
- Team collaboration
- Customer service
- Typing speed of 45 wpm

EDUCATION

Diploma

Accounting And Payroll
Taha College, Scarborough
Expected in April 2026

Bachelor of Commerce

DRBCCC Hindu College, Chennai,
Pattabiram

Master of financial management

Annamalai University, Chidambaram