

Rumana Thajudeen

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No 36/5B Perera Place

Dehiwala-Mount Lavinia, Western Province

Summary

Skilled and dedicated virtual assistant with proficiency in a wide range of business and communication skills demonstrated by more than 2 years of experience in the business administration. Excellent in research, lead generation and related field with great technical skills. Outgoing, resourceful and compassionate to client needs to provide support, quality of work and service.

Experience

Contact & Data Acquisition Specialist and Researcher

TFC Marketing • Miami, Florida

04/2019 - Present

- Researching the potential leads the business and their contact details
- Assistance to account managers with a variety of research projects
- Identify the URL from the provided list, find CMO/CEO for the URL associated company
- Utilize third-party tools to identify decision-maker, establish the first name last name of point contact
- Input all the relevant data into the cold leads sheet
- Further google searchers are needed on complex contacts
- Organize and manage spreadsheet
- Quality control of leads

Research Assistant (Project Basis)

Pharma Analytics • London, England

01/2019 - 12/2019

- Lead Generation of Potential Clients
- Manual validation of Life Science data
- Research of Life Science related companies, data, and potential point of contacts
- Spreadsheet Organization and Management
- Other Administrative Tasks Upon Needed

Content Writer

A Pass Educational Group, LLC • Union Lake, Michigan

11/2018 - 09/2019

- Create education content to high school students grade band 9-12.
- Edit and proofread the content before the submission.
- Create quizzes and tests time to time upon needed.
- Fact-checking the content and creating image illustrations to describe complex situations.

Skills

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- WordPress
 - Web Research
 - Lead Generation Tools
 - Asana
 - Google Sheet
 - Google Form
 - Data Entry
 - Canva
 - Editing and Writing
 - Lead Generation
 - Microsoft Office
 - Trello
 - Hubstaff
 - Google Docs
 - Zapier
 - Data Mining
 - Proofreading
 - SEO

- Social Media Management
 - SPSS Statistics
 - Talent LMS
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Education

Bachelors in Biomedical Science, Malaysia

Management and Science University

02/2020

Completed with 3.46 GPA.

Awarded certificate for participating in scientific writing & Publishing Research Workshop done by SLAAS, Earth & Life Science in Collaboration with Faculty of Science, University of Colombo.

Languages

- English
- Tamil
- Sinhala, Sinhalese