**Ramees**

UAE, Dubai

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| **CARRER OBJECTIVE** |

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| To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self development and help me to achieve personal as well as organisation goals to relevant experience and expertise to enable myself to deliver the company with what it expects from me and at the same time to achieve the pinnacles of my goals.   |  | | --- | | **STRENGTHS** |  * Good Presentation skill * Good Knowledge of MS OFFICE Package * Sound knowledge of accountancy application * Abilities to develop and implement strategies and plans * A quick learner * Provide support to management  |  | | --- | | **ACHIEVEMENTS** |  * Took seminar at AJK college based on the topic dynamic business environment * Got first price in national level intercollegiate business quiz conducted by Nehru college of Arts andScience College, Coimbatore * Runners up in school level volleyball competition which held at Ernakulum * Participated in Debate competition based on the topic “Social Responsibility of Business” | |
| **EDUCATION** |

**MBA Marketing-Distant Study (Pursuing) 2016-2018**

Bharathiar University, Coimbatore, India

**Bachelor of Business Administration (BBA with computer application) 2012-2015**

Bharathiar university, Coimbatore, India (First Class)

**Higher Secondary** Education **(12th grade) 2010-2012**

CBSE Board, Kerala, India (First Class)

**Secondary Education (10th grade) 2009-2010**

CBSE Board, Kerala, India (First class)

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| **SKILLS** |

* Ability to Manage, organise, co-ordinate, implement, supervise and lead Groups.
* Ability to adapt to new environments and grasp knowledge related to work.
* Strong understanding of principles of business administration and their practical usage.
* Proficiency in MS office tools and web search tool.
* Well experienced with use of internet.
* Excellent Sales qualities.
* Sound knowledge of Customer relationship management.

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| **EXPERIENCE SNAPSHOT** |

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| **Consultant Sutherland Global Services Kerala, India Mar 2016-Feb 2017**   * **Document Verification :**  Verifying Homeowners insurance document * **Voice Support :** Acquiring pending requirements through voice call * **Accuracy :** Reviewing the document in a clear and accurate manner * **Overall responsibility :** Taking care of target that has been set and give necessary   information to the superiors |  |  | |
| **Sales Executive Vodafone Kerala, India Feb 2014- Feb 2016 (24 months)**     * **Customer Service :** Dealing with new customers day by day and make sure that they leave the shop satisfied * **Relationship Building :** Maintain a good and fare dealings with customers. * **Promotions :** Active participation with the promotional activities done by our unit. * **Meetings :** Monthly meetings to evaluate performance of Channel sales.   • **Competitor Analysis :**To keep track of all competition in terms of their Products  **Event Manager NILA catering services AUG’13- JAN’14 (6 months)**     * **Organising :**  Coordinate number of responsibilities and manage many teams simultaneously. * **Time management :** Managing time according to the functions that wanted to carry out * **Staffing :** Putting right person with the right talent in necessary situation * **Controlling :** Overall controlling of work in various fields by taking right decision at the right time     **Data Entry Operator Bharath gas pvt ltd June’12-July’13 (13 months)**   * **Time management :** Managing time according to the functions that wanted to carry out * **Validation of data :** Rechecking the data’s which are entered which reduces the chances incorrect data being entered into the system * **Accuracy :** Entering data’sin clear and accurate form * **Overall responsibility:** Taking care of target that has been set and give necessary information to the superiors | | |
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**PROJECT WORK**

* Institutional internship training in LABINDUSS pharmaceuticals in Kanjikode. Studied their various departments and process for a period of 17 days
* Done project based on employee satisfaction towards their work on SILK Ottapalam for a period of 30 days

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