# **Ramesh**



**Email:** **Ramesh.372837@2freemail.com**

**CAREER OBJECTIVE**

 Seeking a challenging and rewarding opportunity in a progressive organization with an environment where, my initiative for professional and personal development will contribute to achieve the goals of the organization.

**PROFESSIONAL SUMMARY**

* 6 years of professional work experience include QC, Administration and Marketing.
* Remarkable knowledge of the Quality Standards and procedures along with its maintenance.
* Responsible for controlling all documentation related activities in a project.
* Support and coordinates with discipline with administration and control.
* Experience in Materials Inventory.
* Developed competency in managing operations and implementing strategies towards enhanced customer satisfaction.
* Demonstrated abilities in expanding the market, brand building, generating new business and targeting the potential customers.
* Effective communicator with excellent negotiation skills, strong analytical powers & abilities in planning & managing resources.

**EDUCATIONAL BACKGROUND**

* B.SC- Degree in MPC-2010.
* Intermediate- Board of Intermediate in 2006.
* SSC -State Board in 2004.

**work EXPERIENCE**

**Company name : Lakshmi Mobiles (from 2016 December to July 2017)**

**Position : Sales Promoter (India)**

**Job Description:**

* Responsible to promote new type of cellular phone to customers.
* Provided good services to customers and maintained good relationship with them.
* Promoted the phone line services in a phone card & successfully recruited new customers during the month of promotion programs.
* Sold prepaid sim cards in various Telecommunication products within assigned territory
* Consistently hit and exceeded sales target.
* Engaged with customers in a sincere and friendly manner.
* Handled prepaid Recharge.
* Promoted the all type of mobile phone accessories like Cases, chargers, Ear phones etc.
* Handled corporate deals.
* Responsible for the development of new business by actively pursuing new individuals.
* Responsible for the expansion of existing relationships by proactively researching customers’ needs and services to those needs.
* Consistently contact existing customers to retain and expand new plans and features, focusing on customer service.
* Achieved the weekly and monthly Targets.

**August 2011 TO November 2016**

 **Company Name : UMIST Engineering Pte Ltd,**

 **Position : PIPING** QC (Quality Controller) &

 **Administrator.**

 **Job Scope :** Make Iso Metrick Drawings, Fit-up & Visual

 Inspections, Traceability, NDT, Line Walk,

 Testing, Reinstatement.

 **Ship Yard :** Keppel Ship Yard, Benoi Road, Singapore.

**Job Description:**

* Used P&IDs, blue prints, plot graphs and piping isometrics to walk down piping systems and red lined isometrics and other drawings.
* Created work packages and test packages which included weld maps and flange bolt up maps.
* Handle large amounts of paperwork and data.
* Work within a busy office environment, and support office teams in order to ensure the smooth running of day-to-day activities.
* Communicate clearly with work colleagues using emails etc.
* Handle petty cash, floats and expenses.
* Continually meet and exceed the operational and administrative expectations of employers.
* Provide accurate administration of all paperwork generated at Office level.
* Find and obtain information and documents quickly.
* Handled work permit validation of site employees.
* Experience in supervising at site level.
* Attended Production and quality meetings on vessel.
* Preparing invoice quotations and communicate with main office to successful closings.
* Arrange the transport for the staff respect to their shift Timings.

**Rewards:**

* Receivedthe appreciation certificate (Quality Control Inspector) from Abu Dhabi based project BW Catcher.

 **COMPUTER KNOWLEDGE**

 1. MS Office, Excel

 2. Power Point

 3. Internet Browsing

 4.DCA

**Personal Information**

* Date of Birth **:** 9th July 1988
* Marital Status **:** Married
* Languages Known **:** English, Hindi and Telugu.
* Gender **:** Male
* Nationality **:** Indian
* Availability **:** Immediate
* Visa status  **:** Visit Visa(Until October 20th-2017).