**RESUME**

Ramish.149214@2freemail.com

**RAMISH**

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**Nationality:**

Indian

**Gender:**

Male

**Marital Status:**

Married

**Languages Known:**

English, Tamil, Malayalam,

Hindi

**Hobbies:**

Games, Internet, Watching gags

**References:**

Will be provided upon request

**CAREER OBJECTIVES**

Intend to structure my growth in pace with the ever-changing corporate environment. Make my learning curve to move in a linear fashion along with the growth of my functional skills coupled with overall personality development in order to face the challenging times ahead.

**EDUCATIONAL QUALIFICATION**

* BACHELOR OF BUSINESS ADMINISTRATION (BBA)

MS University - 2007

* VISUAL MEDIA

Chennai film school -2010

**PROFESSIONAL EXPERTISE:**

Customer Relation, Customer Service, Office administration, Assistance with HR, PRO, Interpersonal Skills, Leadership Skills, Ability to work under Pressure. Good Verbal & Written Communication, Strong Administrative skills.

**PROFESSIONAL WORK EXPERIENCE (3 years)**

Worked as Administrator in Pragathi and Skyler’s at alain road, Dubai, UAE

* Deal directly with customers Monitoring cash transactions and answer guest enquiry calls
* Arranging corporate calls to brings new customer and book party reservation and achieve target
* Making corporate sales agreements with corporate clients for usage of the facility (Parties & Health Club activities and achieve target.
* Administrate Corporate channel payment collection team to collect payment for parties
* Sale / Promote products to customer(including offer deal, choice of product)
* Constantly seeking new opportunities to improve and update knowledge about products & services
* Organize product demonstration and presentations for customer to bring bulk orders
* Responsible for Monthly report for home office
* Handle and resolve customer complaints and achieve target
* Obtain and evaluate information about products and Merchant food product through corporate line
* Maintain healthy report with customers and making strong relation with them to bring business
* Sustaining the cordial relationship with customers and receive rewards through business channel.

**Technical Skills**

* Expertise in MS-Office (Office Automation Package)
* Internet & E-mail

**Personal Skills**

* Good communication skills
* Able to get along well with others
* Self-confident and optimistic
* Systemic approach to situations
* Quick learner

**MORE EXPERIENCE**

* Sales and Marketing
* Store Keeping
* Office Assistant
* Media Network Systems
* Insurance and Market Strategy
* Participated in International F & B Service
* Sales Assistant
* Security Guard Service
* FNB Supervisor

**TV & MEDIA**

* Worked as an Naalaiya Iyakunar Kalaingar TV
* Vijay awards program management in Vijay TV
* Assistant director in super singer Vijay TV
* Anchor-person in why this kolavery show in Z-Tamil TV

**DECLARATION**

I, Mohammed Ramish M do hereby state that the information given above are true and correct to the best of my knowledge, information and belief.

RAMISH