**RAMEEZ**

Email: rameez.374249@2freemail.com

BUSINESS GRADUATE WITH 2 YEARS OF EXPERIENCE CURRENTLY

ON VISIT VISA. LOOKING FOR ANY SUITABLE POSITION.

**CAREER OBJECTIVE**

Looking forward to develop a long-term career in a company with a global outlook by contributing my skills.

**KEY SKILLS**

• Good administrative and IT skills

• Strong communicative and interpersonal skills

• Team Player

• Highly organized, flexible and adaptable.

**WORK EXPERIENCE**

Organization: Manorama Online (In contract with Aparajitha)

Tenure: March 2014 – January 2017

Domain: Media and Social Media

Expertise: Content Updating and Data Entry

Assistant Content Manager Manorama Online, Kottayam (2014 March – 2017 January)

•Content updating for Malayala Manorama’s online portals Manorama Online & Gulf Manorama.

•Content management on Malayala Manorama’s dedicated database CQ5.

•Handling the Facebook page of portals.

•Social Media promotions for portals.

• In charge of Gulf Manorama

**VOLUNTEER EXPERIENCE**

• The Peace Movement, India (2014 onwards)

District Project Coordinator

Works as the Project Coordinator for The Peace Movement, in charge of the projects at Kottayam. Actively coordinated the events at Kottayam. In charge of activities at Government High School for the Blind from 2014. Conducts a minimum of six programs a year.

• Manass Charitable Trust, India (2012 - 2013)

Public Relations Officer

Worked as the point of contact of Manass Charitable Trust, Kottayam. Active member of Pathfinder team, which does the educational support activities and sponsorships. Acted as the PRO for outside parties and medias for the period of one year.

**EDUCATIONAL QUALIFICATION**

Bachelor Of Business Administration (2010-13)

HSE / Plus Two – Humanities (2008-10)

**COMPUTER PROFICIENCY**

Microsoft - Word, PowerPoint, Excel

Adobe Photoshop

**PERSONAL DETAILS**

Date of Birth: 1st-september-1990

Gender: Male

Marital Status: Single

Citizenship: Indian

Languages knows: English / Malayalam

**VISA STATUS**

Currently on 3 month Visit Visa

**DECLARATION**

I hereby declare that the information stated above is true and best of my knowledge.

**Rameez**