

Ramesh. R
7/289, Krishna bhavan.
Karadikuzhy post, peermade.
Idukki, Kerala.

Mobile No: 9003720971
Email: ramsanth8@gmail.com

Carrier objective:

- *I assure to share my skills, knowledge and responsibility in order to provide results and plan to grow with the company*

Skill set:

- *I can work in new environment with any shifting timings, under pressure in a deadline project*

Educational qualification:

- *B.Sc. (Mathematics) (2009-2012) - 60%*
Bharathidasan University, Trichy.
- *Higher Secondary (2009) - 60%*
Boiler plant boy's Higher secondary school, Kailasapuram, Trichy.
- *SSLC (2007) - 64%*
Boiler plant boy's Higher secondary school, Kailasapuram, Trichy.

Work Experience:

- *VIJAY ADS INFO TECH (TRICHY) - (from 30th December 2012 -28th feb 2015) Leading advertisement company for all kind of advertisements*

Designation: Customer support executive

- ◆ *Handle the call and clear the customer queries*
- ◆ *Convert the business lead for all call*

- *BIZZ SOLUTIONS PTE LTD (from 18 January 2016 – august 2022)*

It's a company for import & export and backend process for Singapore.



DOCUMENTATION OFFICER:

My job role is once document (Packing list, invoice, bill of lading) received through mail from forwarder.

We will check packing list, invoice, bill of lading in correct format, correct destination country of origin, forwarder, container detail.

Then we will declare the permit through application and send it for approval. Once it gets permitted we will send back to forwarder.

Designation: Senior documentation officer

- ◆ *Responsible for handle new projects* ◆ *Analyze the customer requirements.*
- ◆ *Assign a work to members.*
- ◆ *Solve work related issues.*
- ◆ *Investigate the Errors of individual and prepare Corrective Action Report.*

JIO TELECOMMUNICATION & NETWORK (December 2022 - at present)

Designation: collection executive

- ◆ *daily collection for different location for jio sim recharge amount collection for daily routine basis*

Software Skills:

- *Have basic computer knowledge, knows MS-office, Word, Excel, photo shop editing.*

Extra-curricular activities:

- *In school day's I participated lots of events in sports day, cultures day and got lots of prize.*

Awards and Rewards:

- *In Theni district, school level kho-kho zonal level runner, draw kids 2003 inter district competition I will got participation certificate, Tamilannai students council conducted Tamil common test and I will pass out third class*
- *Second prize in college level ad zap event conducted by Chettinad College*

Strengths:



- *Dedicated and hardworking attitude*
- *Willing to learn*
- *Smart working*

Project details:

- *Numerical methods in partial differential equation*

Personal Details:

<i>Father name</i>	<i>Rajakumar.s</i>
<i>Date of birth</i>	<i>26-12-1991</i>
<i>Language</i>	<i>Tamil, English, Malayalam</i>
<i>Hobby</i>	<i>playing cricket, cooking, surfing internet.</i>

Deceleration:

I hereby I declare that the above details furnished by me and true and correct to the best my knowledge

Place:

Date:

Yours truly, ,Ramesh. R.





Edit with WPS Office



Edit with WPS Office