

# RAMESH S

## E-Mail

[rameshvelloth@gmail.com](mailto:rameshvelloth@gmail.com)

avs.gffhfh@gmail.com

## Contact No

+91-9448048821,  
8985523123

## Address

# BMP:32, 3rd cross,  
K.G Colony, G.M. Palaya,  
New Thippasandra (Post),  
Bangalore-560 075

## Personal Data

### Father Name

K P Shankara Narayan

### Date of Birth

17<sup>th</sup> October, 1979

### Gender

Male

### Marital Status

Married

### Nationality

Indian

## Words that describe me

Willing to learn

Sincere

Practical

Patience

Systematic

# RESUME

## Profile

An individual with positive mindset and can dedicatedly give maximum efforts to deliver the best and accomplish the task.

## Career Objective

To obtain a challenging position that enables me to learn and work where I can effectively contribute my skills and allow career advancement.

## Educational Qualification

- B.E. of Computer **Science from** A. J. Institute of Management Mangalore in 2011 with 69.9%

## Personal Skills

- Hardworking
- Comprehensive problem solving ability.
- Ability to deal with people diplomatically.
- Zeal to learn and grasp quickly.
- Good People Management Skills.
- Positive Attitude
- Self Confident

## Summary of Skills

- java, c/c++, python, database, mysql, sql, php, html, css, qa/qc, drc, sls, slv, mule

## Professional Experience

### 1. International School of Business & Media as a Administration Executive

- 5 years and 6 months exp. In adminastrations (2011 – 2016)
- Managing the day-to-day operations of the office
- Organizing and maintaining files and records
- Planning and scheduling meetings and appointments

## Proficiency in Languages

English

Hindi

Kannada

Tamil

Malayalam

- Making travel and guest arrangements
- Providing quality customer service
- Company :- 3Clogic, Duration:- 2011-2016 as a AR Caller

## 2.Novo Nordisk Service Centre India Private Ltd as a Administrative Assistant

### Job Profile:-

- Responsible for the secretarial function in the department, primarily as assistance for the Vice President and for the team
- Administration of e-ProCure and other procurements for GS-GSC department
- Handling the process of hiring new employees through recruit in close collaboration with the department head
- Handling of resignations from resigning employees in close collaboration with the department head
- Responsible for arranging departmental activities e. g. courses, room for meetings, courses and give input to planning of seminars
- Booking of Departmental-/ Team Meetings.
- Minutes writing on demand
- Registration of maternity leaves etc.
- Introduction to new employees in GS GSC Bangalore

## Activities and Interest

- Watching T V, Listening music, playing games.
- Chatting with friends
- Hanging Out with friends, Family.

## Declaration

I hereby declare that all the above mentioned details are correct and complete to the best of my knowledge.

Place:Bangalore

**Ramesh S**