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| 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**  17th October, 1979  **Gender**  Male  **Marital Status**  Married  **Nationality**  Indian  **Words that describe me**  Willing to learn  Sincere  Practical  Patience  Systematic  **Proficiency in Languages**  English  Hindi  Kannada  Tamil  Malayalam | 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 * Making travel and gust 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** |