

Ramu.D

No : 21, samudra mudail Street, park Town, Chennai – 600003.

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SNAPSHOT

- A Graduate in B.Com from **SHREE CHANDRAPRABHU JAIN COLLEGE**
- Exceptional communication skills with a desire of grasping new technical concepts quickly and utilize the same in a productive manner.
- An effective communicator with excellent interpersonal & relationship building skills.
- Strong analytical, problem solving & organizational abilities.
- Presently Working with **"ALLSET BUSSINESS SOLUTIONS**

EDUCATIONAL QUALIFICATION

COURSE	NAME OF THE INSITUTION	UNIVERSTIY BOARD	YEAR OF PASSING	PERCENTAGE OF MARKS
B.COM (General)	SHREE CHANDRAPRABHU JAIN COLLEGE	MADRAS UNIVERSITY	2020	62%
HSC	S.K.P.D BOYS HIGHER SECONDARY SCHOOL	STATE BOARD	2015	43 %
SSLC	S.K.P.D BOYS HIGHER SECONDARY SCHOOL	STATE BOARD	2013	48%

KEY FUNCTIONAL STRENGTHS

General Administration

- ✦ Maintaining and controlling of client and Employee Database.
- ✦ Providing communications by way of circulars to the branches and providing complete Back/front office support to all the branches.

- ✦ Handling operations by creating the ID'Cards for the Employee Staffs.
- ✦ Making arrangements for conduction of conference/meetings as & when required.

Operations

- ✦ Preparing and forwarding monthly/weekly reports top the field Staff.
- ✦ Generating MIS by taking various types of repots and analysis.
- ✦ Conceptualizing and conducing training programs in the quality field for new recruits.
- ✦ Managing all activities pertaining to Administration.
- ✦ Interacting with the branches & Customers based on their requirement.

Team Management

- ✦ Managing Team functions viz.manpower planning recruitment, induction, and performance appraisal.
- ✦ Leading ,mentoring & monitoring the performance of team members to ensure efficiency in process operations and meeting of individual & group targets.
- ✦ Creating and sustaining a dynamic environment that fosters development opportunities and motivates high performance amongst Team members.

EMPLOYMENT SCAN

- ✦ Working as Telecaller "in **ALLSET BUSSINESS SOLUTIONS** Since 20nd Oct-2020 To till 10th Jun 2021.

Roles : Monitoring Over all Customer details & Payments (Bajaj finance personal loan)

- Calling to Customer Briefly explain about the Bajaj finance personal loan payment.
- Interacting with Customer & Dept manager Closing the target daily.
- Tracing Customer details.

- ✦ Working as "**Team Leader**" in "**ALLSET BUSSINESS SOLUTIONS** Since June -2021 to Still 30th January 2023.

Roles:

- Delegate tasks and set project deadlines
- Oversee day-to-day teams' operation and performance
- Do regular performance evaluation
- Create a healthy and motivating work environment and atmosphere Develop a well-designed and motivating evaluation program
- Communicate with teams about their performance
- Monitor team performance and report on metrics
- Motivate team members
- Discover training needs and provide coaching
- Listen to team members' feedback and resolve any issues or conflicts
- Plan and organize team-building activities

SKILLS & ABILITIES

- Assertive, a Good Team Player in any kind of Situation and a Better leader in Democratic Environment.
- Clear and conscious communication.
- Self motivated to learn new technologies and work hard

ACHIEVEMENTS

Software Exposure:

Ms- Access MS-Office

PERSONAL DETAILS

Name	:	D.RAMU
Father Name	:	D.VENKATESH
Date of Birth	:	16:07:1997
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	Telugu, English, Tamil & Hindi

I here by declare that all the information above about my self is true to my knowledge.

Yours truly,

Ramu.D

PLACE : CHENNAI

DATE :