



## PROFILE

Date of birth: 16-12-1999  
Gender: MALE  
Nationality: INDIAN  
Languages known: English, Hindi, Malayalam

## CONTACT

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Kozhikode, Kerala  
673571 (PIN)

# AHAMMED RAMIS P

## OBJECTIVE

Charismatic and service-oriented agent with extensive knowledge of customer service and office management. Highly organized and detail oriented. Consistently receiving praise from supervisors.

## WORK EXPERIENCE

**Company :** USPF Ventures Pvt. Ltd.  
**Position :** Office Administrator  
**Duration :** 2020-2021  
**Place :** Trivandrum

- Ability to multi task and prioritize.
- Ability to handle cash transaction and balance cash drawers
- Provided full spectrum of support services and coordinated company works

**Company :** Ubais Sainulabdeen Peace Foundation Trust

**Position :** Office Administrator  
**Duration :** 2020- 2020  
**Place :** Trivandrum

- Organized and Scheduled meeting and appointments
- Managed office documentation process, incoming financial and business documents.

**Company :** Ubais Sainulabdeen Peace Foundation Trust

**Position :** Volunteer and Office Administration  
**Duration :** 2018-2020  
**Place :** New Delhi

- Highly responsible and reliable
- Provided full spectrum of support services and coordinated company works.

## EDUCATION

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- **BA (Hons) Political Science** from **Deshbandhu College, University of Delhi (2020)**
- **+2 Higher secondary** (Kerala State Board) **Izzathul Islam Higher Secondary School , Malappuram (2017)**
- **SSLC** (Kerala State Board) **Markaz Higher Secondary School, karanthoor (2015)**

## COMPUTER SKILLS

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- Microsoft - Office 2007, Office 2016 (Word, Excel, PowerPoint)
- Win 7 & 8, Win 10
- Basic Knowledge in Computer Hardware and Software

## MY STRENGTH

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- Strong office management knowledge
- Attention to detail
- Good time management
- Committed to promptness and attendance
- Excellent interpersonal skills

## DECLARATION

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I hereby declare that above-mentioned particulars are true to the best of my knowledge and belief.

Yours Sincerely

**(AHAMMED RAMIS P)**