



NIDHIN RAMESH

University Student

DETAILS

Singapore

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+65 81227664

PROFILE

Hardworking and motivated University Student seeking fulfilling employment opportunities. Bringing forth a motivated attitude and a variety of powerful skills; adept in customer service, various social media platforms and office technology programs. Highly committed to utilizing my skills to further the mission of a company.

EMPLOYMENT HISTORY

Customer Care Officer, Ministry of Health, Singapore

FEBRUARY 2022 – JULY 2022

- Addressed concerned members of the public and gave them advice in accordance to government protocols.
- Escalated their requests to the various departments (ICA etc.)
- Liaised with these departments to make arrangements for these MOPs to mitigate the spread of COVID-19 in Singapore.

Recruitment Telemarketer, AIA, Singapore

DECEMBER 2021 – MAY 2022

- Assisted in the recruitment, hiring and interviews of potential new agents in the financial services industry.
- Mined resumes online and cold called prospects.

Environmental Health & Safety Assistant, Kulicke & Soffa, Singapore

OCTOBER 2021 – DECEMBER 2021

- Assisted the EHS department; ensuring workplace safety regulations were in place and that COVID-19 protocols were being followed by all employees.
- Involved in the designing and printing of info-graphics and precautionary statements to control and prevent the spread of COVID-19 in the workplace.

Data Processing & Imaging Assistant, UPS, Singapore

APRIL 2021 – AUGUST 2021

- Collated the data of packages that were picked up (i.e the airway bill number, value of the packages, addresses etc).
- Had to upload this data on to the company's CMS via an android smartphone.

Financial Services Apprentice, Prelit Advisory, Singapore

DECEMBER 2020 — DECEMBER 2020

- Had to do an individual and group based assignment on how to acquire and maintain clients if we were financial advisors ourselves.
- Gained insights and exposure into the financial services industry by interacting with agents that were already established in the industry.

Floor Staff, Super Loco Mexican Bar & Restaurant, Singapore

AUGUST 2020 — NOVEMBER 2020

- Took orders and served food and drinks.
- Witnessed the 'behind-the-scenes' operations of an F&B enterprise while also learning the importance of being a team player.

Logistics Assistant, DHL, Singapore

MARCH 2020 — JUNE 2020

- Involved scanning materials using a RFID scanner and then helping to package those materials to clients.

Data Entry Intern , Deloitte, Singapore

NOVEMBER 2015 — DECEMBER 2015

- Job involved Microsoft office work, Excel mainly, and the saving and scanning of physical documents.
- Learned a lot about the auditing and private banking industry.

EDUCATION

BSc in Banking & Finance, Singapore Institute of Management (SIM), Singapore

AUGUST 2020 — AUGUST 2024

Currently pursuing.

'A' levels, Tampines Junior College, Singapore

2016 — 2017

'O' levels, St. Andrew's Secondary School, Singapore

2012 — 2015

SKILLS

Computer Skills

Customer Service Skills

Telemarketing

Excellent Communication Skills

Microsoft Office

Data Entry
