



**RAM RAMESH**

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**DUBAI, UAE**

**OBJECTIVE:**

To work in a firm with professional work driven environment where I can utilize and apply my knowledge, skills and experience which would enable me as an employee to grow while fulfilling organizational goals and learn.

**EDUCATIONAL BACKGROUND:**

- Bachelor of Commerce (General), University of Madras (2019 -2022) with CGPA 7.637 (First Class with Distinction)
- High Secondary School with 85.8% (2018-2019)
- High School with 92% (2016-2017)

**COMPUTER SKILLS:**

- Diploma in Computer Application- (Familiar with Microsoft suite & Internet).
- Tally ERP version 9.1

**CERTIFICATIONS:**

- Logistics and Supply Management (Tamil Nadu Advanced Technical Training Institute)
- Digital marketing and Entrepreneurship development (NSIC)

**INTERNSHIP:**

- Organization: Hyperloop Shipping LLC, JAFZA.
- Designation: Intern
- Duration: Jan 2024 – Present

**RELEVANT SKILLS:**

- Skilled to direct Inbound and Outbound logistics operations and documentation.
- Knowledge in handling “Dubai Trade – Mirsal II” portal for Air, Sea and Land shipments.
- Well versed in import, export, Transit in and out, Transfer within Jebel Ali freezone declaration documents (Bill of Entry).
- Processing all type of Payments, Claims and refund DPC Deposits. Arranging online DPW, and various miscellaneous charges.
- Processing Commercial Invoice attestation in “MOFA EDAS” portal.
- Extracting Country of origin certificate in the “Dubai chamber” portal.

**PROFESSIONAL BACKGROUND:**

- Organization: RR Donnelley Pvt Ltd.
- Designation: Production Management Executive
- Duration: October 2022 – December 2023

**JOB RESPONSIBILITIES:**

- Primary role is Central production Management handling order to cash, Inventory and procurement and support production process in the organization.
- Analyze Inventory of all materials periodically for multiple facilities in multiple countries around the world in order to avoid stock out issue based upon analysis using the P and Q model of inventory management.
- Support the project manager in multiple countries for the production process and ensure smooth production takes place by avoiding error using “CRM” as medium of communication.
- Coordinate procurement activities with Procurement team and support on multiple Request for quotations.
- Monitoring the daily order management for production activities for all the facilities in various countries and take necessary action in the process flow in case of discrepancy using ERP tool.
- Support the project manager for billing and invoicing purposes using ERP.
- Provide order alert for a process to ensure there is no discrepancy in daily production process using ERP tool.

**PERSONAL DETAILS:**

- Permanent Address: 23, Acon Chandralaya 1<sup>st</sup> floor, VOC 1<sup>st</sup> street, MK Chavadi, Thoraipakkam, Chennai-600097
- Date of Birth: 03/02/2002
- Marital Status: Single
- Passport No: U7870747
- Passport Expiry Date: 01/09/2030
- Nationality: Indian

**DECLARATION:**

I hereby declare that the above given details are true to my knowledge and belief.

Date:

yours truly,  
Ram Ramesh