**RANJITHA. R. KAMATH**

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**QUALIFICATIONS PROFILE**

Professional with proven leadership and management skills. Able to handle pressure and manage priorities to meet deadlines. Reliable and hardworking with hands on experience in dealing with diverse tasks and ensure smooth operation. Highly skilled in collaborating with internal and external stakeholders to achieve business objectives.

**KEY SKILLS**

* Efficient communication, Presentation and negotiation skills
* Excellent team player and easily adaptable to diverse environment
* Leadership and management experience
* Proven decision making thereby taking ownership
* Accuracy in pressurized situations with attention to detail
* Organized and time bound
* Computing skills - MS Office

**PROFESSIONAL BACKGROUND**

**Maveric Systems Limited Singapore**

Admin /HR Executive (March 2018 – Present)

Managing and administrating the daily functioning of the organisation including below:

* Front desk management,
* Vendor management
* Clerical and administrative tasks including handling telephone calls or organising meetings
* Sourcing and Screening profiles and coordinating interviews for potential candidates

**Divinity Kindergarten Pte Ltd (Singapore)**

Administration Executive/Payroll (Feb 2017-Feb 2018)

Managing and administrating the school alongside overseeing the accounts and cash flows. Follow up and Collection of fees proactively and accounting for it in a timely manner. Managing the Child Development accounts in accordance to the MOE guidelines and regulations. Managing the payroll and ensuring all necessary submissions to the Income tax authorities are completed within the time frame expected. Preparation and managing of School cash flows and ensure proper recording and reporting of Expenses and Income to the head of the institution and External Auditors as and when requested. Helping the head of the institution in overseeing the overall activities of the school and ensuring the functioning is in accordance to the schedules and objectives set by the organisation.

Key Achievements:

* Assistant to the head of the institution and supporting in the overall management of the organization.
* Maintained cordial relationship with all external parties like suppliers/parents to ensure proper business flow.
* Maintaining records and accounts detailing all transactions in addition to end of fiscal year reporting to the external Chartered Accountants.
* Human Resource management of the Organization in addition to managing a team of 4 members.

**NCR Asia Pacific Pte Ltd (Singapore)**

Service Co-ordinator (Sept 2011- Jan 2012)

Customer centric role providing customer services and support on NCR products. Constant communication with customers – via Email and telephonic conversation providing updates on products and services in addition to issues raised by customers. Proactively arranging for appointments for customers with internal Engineers in fixing their technical / product related issues in addition to mediating communication between them. Prompt escalation of issues to senior management in a timely manner. Perform any other Adhoc administrative functions.

*Key Achievements:*

* Recognized and appreciated for timely target achievements.
* Offered to become the team leader managing a team of 4
* Positive feedback from customers for excellent and prompt customer service

**Puma Franchise, Cochin, India**

Full time/Part time Business Executive (Nov 2008 – May 2009)

Executing daily business and dealing with customers for their Buy orders of Puma Franchise. Performing daily, weekly and monthly stock verifications and replenishing of adequate stock to manage customer demands. Conducting inventory ratio and reporting monthly stock positions to the head office of South Zonal Puma Franchise. Managing liquid cash and ensuring timely banking of surplus cash in a proactive and prompt manner. Monthly reporting of cash inflows and outflows to the head office. Managing the staff within the franchise and ensuring their growth in addition to payroll.

*Key Achievements:*

* Gained in-depth knowledge on running a business store
* Practical knowledge of logistics involved in the day to day running of business.
* Learnt Cash and Stock management skills.

**Internships**

* Coordinate and Organized Kerala Travel Mart event zonal level – (Nov 2007).
* Represented at International Logistics Seminar on behalf of Cochin University of Science and Technology, India (Aug 2008).
* Organization Study at **Kerala Travels Interserve Ltd,** **Chennai** – Focus on Passenger Handling - (April 2008 – May 2008).
* In-house Training at **Atlas Logistics Cochin Ltd –** Focused on **Cargo Management** (April 2009 – May 2009).

**EDUCATION & CREDENTIALS**

* **Master of Business Administration - Travel and Tourism** (Aug 2007 – May 2009**) -**

Cochin University of Science and Technology, Kerala, India.

*Modules covered - Business and Management, Airline Marketing, Cargo and Logistics management, Organisations and Human Resource Management, Tourism marketing, Customer Relationship management.*

* **Bachelor of Commerce (**Jun 2004 – May 2007) - St. Teresa’s College, C/O Mahatma Gandhi University, Cochin, India

*Modules covered - Financial Accounting, Corporate Accounting, Banking and Practice, Mercantile Law, Marketing and Principles, Capital Marketing, Auditing, Cost Accounting, Income tax and Practice, Sales tax.*

**OTHER INTERESTS**

Travelling, Badminton, Reading, Socialising, Dance and Music

Visa Status - Singapore Permanent Resident.