

CURRICULUM VITAE

**RAMESH KODURUPAKA**

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Maffrack village, Baniyas, Abudhabi UAE

OFFICE ASSISTANT-MASSINGER-OFFICE BOY**OBJECTIVE**

To prove myself dedicated worthy and energetic in a progressive organization that gives me scope to apply my knowledge and skills and be a member of a team, which dynamical works towards success and growth of the organization. Meet my company goals and objectives and ensure that each guest levels premises that fully satisfied and contented able to come back again. Where I can explore my skill sets and bring them to effective use for achieving the organizational objectives by providing the clients and customers with professional and effective services. Massinger

EDUCATION QUALIFICATION:

- S.S.C APOSS Z.P.S.S Indhanpally-2009-2010
- Intermediate from Karimala Junior Collage 2010-2012
- Bachelor of Degree(B.A,B.com.Comp) from Vikas degree Collage Kakathiya University 2012-2015 ,Telangana India

CERTIFICATES

- ❖ Ministry Of Labour And Employment Government Of India
- ❖ National Council for Vocational Training Government Of India
- ❖ National Certificate in Modular Employable Skills Government Of India

SKILLS:

Business Process Improvement
Communication Skills
Soft skills Certificates

SOWFTWER TECHENICAL SKILLS

Operating Windows System XP, 7,8 & 10
Microsoft office (Excel, word, PowerPoint)
Data Entry, Adobe Photoshop, Coral Draw

PROFESSIONAL EXPERIENCE

- Animax Multimedia Computer Institute Hydreabad India
- Working Duration 2015-2016 Office assistant (Sending Mails, Data Entry, Receiving Calls)
- ADNH Company as Office Boy in Tawam Hospital 2017
- Present Housekeeping Team Leader Under the Serco in DED Office Abudhabi 2019

REFERENCE

Deepak Gurung Supervisor, ADNH. Contact No. +971582215336.

DECLARATIONS

- I hereby declare that all the information furnished above is true to best of my knowledge

PERSONAL DETAILS

Name	:	RAMESH KODURUPAKA
Date of Birth	:	15-010-1993
Father Name	:	POCHAMALLU
Marital Status	:	SINGLE
Nationality	:	INDIAN
Passport Number	:	N7603682
Languages	:	HINDI, ENGLISH AND ARABIC (BASIC)
Correct Location	:	ABUDHABI

(RAMESH KODURUPAKA)