

RAGESH N



Personal

- Address**
Ground Floor, Lalithamahal, Mother Teresa Road, Padivattom PO, Edappally, Ernakulam 682024 Kochi
- Phone number**
+91-7907134132
- Email**
ragesh.rgsh@gmail.com
- Date of birth**
01-05-1996
- Place of birth**
Alappuzha
- Gender**
Male
- Nationality**
Indian
- Marital status**
Single
- Driving licence**
32/7704/2014

Interests

- Music
- Films
- Driving
- Blog
- Reading

Languages

- English ●●●●●
- Malayalam ●●●●●
- Hindi ●●●●●
- Tamil ●●●●●

To work in the position of Administrative Profession in a growing company where exceptional ability to multi-task, solve problems, work effectively in a team, and meet deadlines are required in providing outstanding administrative support to office assistants and managers.

Work experience

Area Manager

Sapthazeal Private Limited, Kochi

Mar 2021 - Present

- Increase standards of customer service.
- Provide training and development for staff.
- Communicate with clients on a regular basis.
- Ensure quality consistency across the region .
- Maximize sales and profitability in the region.
- Set sales targets for individual locations .

Administrative Assistant

SMS IFS Corp Limited, Kadavanthra

Dec 2019 - Jan 2021

- Answer and direct phone calls.
- Organize and schedule meetings and appointments.
- Produce and distribute correspondence memos, letter and forms.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Order office supplies.
- Generate reports.
- Maintain supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
- Write letters and emails on behalf of other office staff.
- Book conference call Cover the reception desk when required.
- Maintain computer and manual filing systems.
- Handle sensitive information in a confidential manner.
- Raising Purchase Orders.
- Salary processing/Attendance Punching/Payslip Generating Etc
- Tracks stocks of office supplies and place orders when necessary
- Assist colleagues whenever necessary
- Excellent knowledge of MS Office and office management software
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills

Relationship Officer

Muthoot Microfin Limited, Thripunithura

Jan 2018 - Jan 2019

- Managing Customer Expectations.
- Identifying New Markets.
- Recording Transactions.
- Handling query about products.
- Managing/Conducting meetings and training.

Administrative Assistant

Practo Technologies Private Limited, Vyttila

Aug 2015 - Apr 2016

- Schedules meetings based on staff and room availability.
- Assists administrators and executives
- Answers phone calls and email messages promptly and notifies staff members of important information.
- Screens incoming email and sorts it into categorized folders.
- Verifies invoices and orders to reduce errors.
- Copy, digitize and file office documents

Education and Qualifications

BA English Language and Literature
Kerala University, Trivandrum

Aug2016 – Jul2018

Plus Two
DVHSS Higher Secondary School, Alappuzha

Jun2012 - Mar2014

SSLC
Government High School Kattachakonam, Trivandrum

Jun2011 - Mar2012

References

References available on request.

Skills

Microsoft Office	● ● ● ● ● ●
Technical	● ● ● ● ● ●
Outlook	● ● ● ● ● ●
Office Softwares	● ● ● ● ● ●
Communication Skills	● ● ● ● ● ●
Time Management	● ● ● ● ● ●

Passport Details

Passport Number: U4747093
Date of Issue : 01/09/2020
Place of Issue: Cochin
Expiry Date : 31/08/2030
File Number : CO2062982608720

Declaration

I Solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.