



SUNANDA RAGESH

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Mob: 8848856261

CAREER PROFILE

A qualified MBA in Human Resources Management & Marketing, with active interest and academic qualification in Fashion Design as well as Marketing Management; worked as a Sales Coordinator cum Administrative Assistant in the UAE

KEY STRENGTHS

- | | |
|---|------------------------|
| -Proficiency in Human Resources management | -Documentation |
| -Strong marketing and communications skills | -Time management |
| -Proficiency in Ms. office | - willingness to learn |

PROFESSIONAL EXPERIENCE

2016-2017: Examination Officer, Swiss Business School, Dubai, Sharjah

Responsibilities:

- To monitor the progress of the students and assign the grades
- Develop lesson plan for daily instruction purpose and develop the strategies to implement in the class.
- Assist the students in doing their assignments
- Assign projects to the students and clearly indicate a time frame for covering specific course components and guide the students to meet the deadlines
- Report all the updates to Examination Head

2010-2012: Administrative Assistant & Sales coordinator, Asianet Middle East FZE, Dubai

Responsibilities:

- preparation of invoices and ad scheduling,
- coordination with sales and production department,
- Respond to Inquiries via email and phone.
- Handling all the documents and cheque details from clients,

2006 -2007: Faculty Member, Institute of Fashion Designing, Kerala

Responsibilities: As Faculty Member, I was involved in teaching various courses related to Fashion Designing & Technology, handled admin related work as well.

COMPUTER PROFICIENCY: MS Office, Corel Draw, Adobe PhotoShop, Adobe Illustrator

EDUCATIONAL QUALIFICATIONS

MBA (HRM & Marketing) from Chinmaya Institute of Technology under **Kannur University, Kerala**

BSc (Fashion & Apparel Designing Technology) from Gurudev Arts & Sciences College, **Kannur University, Kerala**

KEY PROJECTS

Handled fashions shows at Textile Expo in Kerala

Undertook study on Employee Motivation through Quality of Work life in Kerala

Undertook study on Women's Welfare and on the Public Distribution System in Kerala

PERSONAL DETAILS

Age: 35 years

Nationality: Indian

Marital Status: Married

Languages known: English, Malayalam, Hindi

PERMANENT ADDRESS

Vaishnavam(H)
Chottanikkara(PO)
Eruveli (pin)670143
Kunnepillil Road
Ernakulam

DECLARATION

I hereby declare that all the above statements made in this resume are true and complete to the best of my knowledge and belief.

Place: ERANAKULAM

SUNANDA RAGESH

Date:

