



Profile :

Knowledgeable and dedicated administration specialist with extensive experience in front facing customer industry.

Team player, energetic and goal oriented with exemplary passion for developing relationships, cultivating partnerships, and growing

Ramu Mudigonda

Phone:

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E-Mail:

ramukannakanna12@gmail.com

Skill Highlights

- Project management
- Strong decision-making skills
- Problem solving skills
- Creative design
- Innovative
- Service oriented

Personal Details

Date of Birth: 15/12/1998

Marital Status: Single

Visa Status: Employment

Nationality: Indian

Languages

English

Hindi

Marathi

Telugu

Experience

03/2021 till date

Admin Assistant – Earnest Insurance Brokers LLC, UAE

- Answer and direct phone calls
- Organize and schedule appointments
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Submit and reconcile expense reports
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Liaise with executive and senior administrative assistants to handle requests and queries from senior managers

Education

2016

**HSE – Telangana State Board – Govt. Junior College of Boys
Hyderabad, India**

Certifications

Programming Languages: MS office

Driving License: UAE & INDIA

References

References available on request