## C:\Users\Server\AppData\Local\Microsoft\Windows\INetCache\Content.Word\WhatsApp Image 2018-11-09 at 4.30.29 PM.JPEG**PRUTHVI S RAMESH**

Telemarketing Executive/ Admin Assistant

Immediately Available

Tel: +971 521270887

E-mail: pruthvisr24@gmail.com

Address: National Exchange Building, Hamdan St, Abu Dhabi

**INTRODUCTION**

Young and enthusiastic Telemarketing Executive with 2.6 years of experience into Administrative and Support role; worked with 5\* Hotel, Banking and Training Institute.

**Visa Details:**

Citizenship: Indian

UAE Visa Status: Visit Visa

Visa Validity: 21-6-2019

**WORK EXPERIENCE**

1. **GLOBAL ARABIAN CONSULTANCY AND TRAININGS, Abu Dhabi, UAE**

Telemarketing Executive

October 2018 – March 2019

Job Role:-

* Telemarketing
* Managing filing system
* Creating information into databases
* Handling incoming call
* Achieving target
* Reception handling
1. **CENTRUM MONEY EXCHANGE, Bangalore International Airport, India**

Executive Cashier

April 2017 –August 2018

Job Role:-

* Manage transactions with customers using cash registers
* Collect payments whether in cash or credit
* Issue receipts, refunds
* Developing Sales
* Handling Business Report
* Handling Auditing Documentation
	+ - Customer Services
		- Selling Insurance Forex, Card
* Selling and buying the 30 different currency
1. **FORTUNE ITC HOTELS, Mysore, India**

Guest Service Assistant

July 2016– March 2017

Job Role:-

* Deal with guest bookings, check in and check out and provide standard reports to other departments as required (i.e. arrivals / departure lists, special requests etc.).
* Work closely with bookings & reservations, housekeeping, concierge, security, food & beverage and golf operations regarding guest requirements to ensure that all guests’ needs and expectations are met throughout their stay.
* Ensure that the front of house and guest areas are well maintained at all times.

**EDUCATION**

* **Bachelors in Commerce**
	+ Teresian College, University of Mysore
	+ Year 2016
	+ Attained 64%
* **PUC**
	+ Teresian College, Karnataka Board University
	+ Year 2013
	+ Attained 60%

**ACHIEVEMENTS AND AWARDS**

* Grooming Standard, Fortune ITC in the year of 2017
* Best Cashier, Centrum in the year of 2018
* Star Performer, Centrum in the year of 2018

**COMPUTER SKILLS**

* MS Office
* Windows
* FX Software
* Tally ERP

**SKILLS & ABILITIES**

* Ability to work under pressure
* Customer care and service
* Time management
* Self-motivated
* Quick learner
* Flexible

**LANGUAGES**

English, Hindi, Kannada, Tamil and Malayalam

**PROFESSIONAL REFERENCES**

Can be provided on request

**DECLARATION**

I hereby declare the above information is correct and complete to the best of my knowledge and belief.

**Pruthvi Ramesh**

**Abu Dhabi, UAE**