

SARANYA RAMAKRISHNAN



CONTACT

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Abu Dhabi_UAE

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EDUCATION

MBA-IS

BSC-IT

DIPLOMA –IT

PERSONAL DETAILS

Marital Status : Married

Husband Name: Aneesh KT Kuniyil

Visa Status: On Husband's Visa

Date of Birth: 19th September 1990

Nationality: Indian

LANGUAGES

English, Hindi, Malayalam & Tamil

OBJECTIVE

To work in a true professional environment. I am looking forward to an organization that offers me exciting, challenging and rewarding career opportunities, where I can apply my valuable experience.

PROFESSIONAL SUMMARY

UAE Experience (4+ Years)

Administration/HR Assistant
Crown Printing Press (CPC) Abu Dhabi

Sep-2019 To Till Now

Duties and responsibilities

- research and identify sales prospect opportunities
- forward leads to internal and external sales staff
- support sales rep inquiries
- schedule sales appointments
- make follow up customer calls
- help prepare and co-ordinate delivery of customer quotes
- assist with creating sales proposals

Administration/HR Assistant
Elite Investment. LLC Abu Dhabi

March-2018 To Sep-2019

Duties and responsibilities

- provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintaining employee records (soft and hard copies)
- Apply and Update Medical Insurance policies of the company employees
- Updating HR databases (e.g. new hires, separations, vacation and sick leaves)
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminars
- Cover the reception desk when required
- Coordinate office procedures
- Resolve administrative problems
- Maintain up-to-date employee holiday records
- Act as the point of contact for internal and external clients

Marketing Coordinator
Eminence Management Consultancy Abu Dhabi

Oct-2015 To Mar-2017

- Tracks product line sales and costs by analysing and entering sales, expense, and new business data
- Support the Marketing Director in evaluating and establishing the marketing plan and strategy by assembling and analysing sales forecasts, setting objectives, planning and organizing promotional presentations, and updating calendars
- Prepares marketing reports by collecting, analysing, and summarizing sales data
- Supports sales staff by providing sales data, market trends, forecasts, account analyses, new product information; relaying customer services requests.

Project Engineer
Wipro Ltd. India

Feb-2012 To Mar-2015

- Project Name: Application monitoring & Middleware Support
Client: **Axis Bank**

SARANYA RAMAKRISHNAN

Duration: Aug 2012 to 03-Apr-2015

Responsibility: As a Software engineer I was involved in Monitoring, Database checking, MS-Sql Backup and restoration, Updation of database, Technical Support to the end users, Middleware support to the client for the applications which is used in banking domain.

- Environment: Linux.
- Tools: Winscp&Putty

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