

# RAMYA.S

BUSINESS DEVELOPEMENT EXECUTIVE

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🏠 2/212, ACT Nagar, Aniyapuram,  
Namakkal - 637017.

## PROFILE

- I have acquired 3+ years of experience in Business Development and Tender Documentation.
- Excellent client handling Capability as well as team leading.

## PROFILE HIGHLIGHTS

- Flyer Designing,
- Brochure Designing,
- Presentation Designing,
- Content Writing,
- MS office.

## SKILLS

- Task Prioritization,
- Presentable and Articulate,
- Good Written and Verbal Skills,
- Excellent Communication Abilities,
- Team Handling.

## CAREER OBJECTIVE:

To take up challenging positions that will benefit the organization and also enable my personal development by providing quality service on time and also by constantly upgrading my knowledge and skills to the current levels.

## WORK EXPERIENCE:

### Organization 2 :

**Integrated Enterprise Solutions Private Limited, Karur.**

**(January 2020 - December 2021)**

**Designation: Business Development Executive**

### Responsibilities:

- customer support and service team management,
- managing the company's website and updating new products,
- Tender documentation for the Government e-Marketplace portal,
- Managing the company website and updating new products and services,
- Designing Flyers and Brochures,
- Recruitment and payroll process,
- Documentation for monthly reports.

### Organization 1 :

**Infonet Comm Enterprises Private Limited, Namakkal.**

**(June-2018 to November-2019)**

**Designation: Project-Trainee**

### Responsibilities:

- Verification and processing of new project inquiries,
- Obtaining the business directly from upstream providers,
- Making Data Purchase Budget Plans,
- Monthly Report Preparation and Submission,
- Submit the Documents to the Department of Telecommunication.

## **EDUCATIONAL QUALIFICATION:**

- **Bachelor of Engineering (2014-2018)** | From **King College of Technology** | Namakkal.
- **HSC (2013-2014)** | From **Arumugam Academy Matric Higher Secondary School** | Aravakurichi.
- **SSLC (2011-2012)** | From **Government Girls High School** | Aravakurichi.

## **PERSONAL DETAILS:**

**Name** : **Ramya. S**

**Gender** : **Female**

**Date of Birth** : **04-03-1996**

**Father's Name** : **Mr.Sakthivel. R**

**Mother's Name** : **Mrs.Gomathi. S**

**Marital Status** : **Married**

**Nationality** : **Indian**

**Language Known** : **Tamil & English**

## **DECLARATION:**

**I Ramya S, hereby declare that, the above furnished details are true and correct to the best of my knowledge and belief.**

**Place: Namakkal**

**Date:**

**Yours Sincerely**

**[RAMYA.S]**