

Ravishankar Jadala

House keeping Assistant manager

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📍 Jumeirah village circle District 13 Street 13 Knight Bridge Court Apartments Dubai ; United Arab Emirates

📅 16/05/1997 🏳️ Nationality - Indian

Professional Experience

Operations Department, CUPOLA TELESERVICES BEEMA (CTS) 2022 – 2023

As an Experienced Customer Service Representative (CSR) with a keen ability to problem solve and react quickly to customer calls, I have a proven track record of resolving issues with empathy to increase brand credibility. With 1 year of experience in the insurance industry, I am currently working in the Operations Department of Cupola Teleservices Beema (CTS) located in the Dubai Outsource Zone. CTS is a Direct Digital

Assistant Housekeeping Manager, Prasad paradise 2015 – 2017

To assist in overseeing and directing the day-to-day operations of the Housekeeping Department as well as in the forward planning of the department

Education

BBA, Krishna university machillipatnam (63%) 2017 – 2020
machillipatnam, India

12th, Sri Chaitanya Junior college Vijayawada (76%) 2013 – 2015
Vijayawada, India

SSC, Asha Nobel English Medium High school (75%) 2011 – 2012
Vijayawada, India

Courses

Microsoft office suite pro, JRK software solutions pvt ltd

The Microsoft Office Suite Pro course covers essential tools for business and finance. In Excel, you'll master spreadsheet management and financial modeling. Word focuses on advanced document formatting, while PowerPoint hones presentation skills. Outlook teaches efficient email and schedule management. Optional Access training includes basic database skills for handling financial data. The course ensures proficiency in using these tools for effective financial analysis, reporting, and communication in a professional context.

Canva tools, JRK software solutions pvt ltd

The Canva Tools course is a dynamic exploration of essential design tools for creative projects. In Canva, participants learn to craft visually stunning graphics and layouts with ease. The course covers a range of skills, from advanced image editing to effective use of templates. Participants delve into creating engaging presentations, social media graphics, and marketing materials. Canva's collaboration features are explored for seamless teamwork on design projects. The course also delves into animations and other interactive elements. By the end, participants emerge adept in leveraging Canva's versatile tools for impactful visual communication across various platforms.

Achievements

Certified in MS Office Pro 2013 Version

Certified in MS Office Pro 2013 Version course covers advanced Excel for financial tasks, refined Word document formatting, and enhanced PowerPoint presentation skills. Outlook training ensures efficient email and schedule management. Optional Access skills for basic database management are also included.

Winner in various Cultural Events during College days

Accomplished multiple victories in college cultural events, showcasing creativity and talent. Demonstrated a diverse skill set through successful participation. Proven ability to excel in dynamic and competitive environments.

Social Media Star Runner-up Andhra Pradesh

Earned the title of Social Media Star Runner-up in Andhra Pradesh, highlighting a compelling online presence. Demonstrated impactful engagement and content creation skills. Recognized for excellence in leveraging social media platforms.

Part of youth parliament at National

Participated in the National Youth Parliament, contributing insights and perspectives. Demonstrated effective communication and leadership skills in a national forum. Engaged in meaningful discussions on key issues.

Skills

Ability to organize tasks effectively. Prioritize cleaning programs and activities. Attention to detail:

Directing and supervising housekeeping staff. setting expectations and leading by example. Effective Communication:

Skills in managing and motivating a diverse team. To resolve conflict and create a positive working environment. Knowledge of maintenance methods:

Track and maintain cleaning supplies and equipment. Order and restock well-stocked items as needed. Problem Solving:

Thorough inspection to ensure high standards of cleanliness. All the little details that contribute to cleanliness are noticed and addressed. Leadership abilities:

Clear communication with team members and other departments. Ability to effectively communicate direction and expectations. Team management:

Understanding different maintenance methods and equipment. Ensure standards of cleanliness and hygiene are observed. Inventory Policy:

To resolve issues quickly and find effective solutions. Flexibility to handle unexpected challenges in a dynamic environment. All of these skills contribute to a successful stewardship, creating a well-managed and organized environment.

Languages

- Telugu
- Hindi
- English
- Tamil

Declaration

Thank you for your attention to my resume. I am at your disposal for any additional information you may require. I affirm the accuracy of the information provided to the best of my knowledge

- RAVI SHANKAR JADALA