



RAMYA BALACHANDER

My Contact

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Location: Ras al khor, Dubai, UAE

Visa Status: Spouse Visa

Nationality: Indian

Date of Birth: 10 June 1986

Skills & Competencies

- Great interpersonal Skill
- Strong Leadership skills
- Results oriented way of working
- Detailed oriented
- Exceptional Communication skills
- Regulatory Compliance
- Operational Improvement
- Ability to work multicultural professionals and staff

Soft skills

- MS office

Languages

- English
- Tamil

About Me

A graduate seeking an entry – level position in the field of Customer service desk or accounting. Possesses a strong academic record, having graduated with honors. Eager to put my skills to work in a professional setting. Gained valuable experience through internships and volunteer.

Education Background

- SSLC from Anglo Indian Board (2000 – 2001)
St. Aloysius Anglo Indian Higher secondary school
Chennai, India
- HSC from Anglo Indian Board (2002 – 2003)
St. Aloysius Anglo Indian Higher secondary school
Chennai, India
- B.COM Corporate Secretaryship (2003 – 2006)
Anna Adarsh college for women
Chennai, India

Professional Experience

Internship

Completed Institutional Training at Cameo Corporate Service Limited in June 2005

Customer Service Desk

RV Decorators & Hirers (2006 – 2008)

Duties and Responsibilities

- Attending customer calls and queries
- Make invoice and Payment follow up
- Banking work like cash handing
- Handling manpower and work allotments