



# RAMYA BALACHANDER

## My Contact

**Mobile:** +971 551524183

**Email:** ramya.balachander@yahoo.com

**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