

# RAMYA PRADESH

7760095135

Bangalore 560087

ramyapradeshanvith@gmail.com

## ABOUT ME

Hardworking professional with experience assisting visitors by responding to requests and finding appropriate solution to issues. Demonstrated positive attitude to adapt to any situation. Strong attention to detail along with terrific telephone and email etiquette.

## EDUCATION

BBA: Business Administration And Management  
CSI Bishop Appa Samy College of Arts And Science - Coimbatore

2014-2017

## SKILL

- Mail coordination
- Spreadsheet tracking
- Mail distribution
- Correspondence typing
- Meeting arrangements
- Appointment confirmation
- Conflict management
- Client communication
- Oral and writing communication
- Office organization
- Issue handling
- Office administration
- Verbal and written communication
- Email and telephone decorum
- Administrative skills

## WORK EXPERIENCE

**Front Desk Receptionist**  
**The Orchids international school - Bangalore**

06/2023 - CURRENT

- Explained policies and procedures to visitors.
- Supplied callers with office address and directions, employee email addresses and phone extensions.
- Assisted with travel arrangements for staff and management.
- Greeted customers warmly and made them feel welcome.
- Provided administrative support including photocopying, faxing, and filing.
- Supported the onboarding process for new hires by preparing workspaces and providing orientation materials.
- Processed and distributed internal and external communications.
- Coordinated pick-up and delivery of express mail services.
- Handled payment processing and provided customers with receipts and proper bills and change.
- Created and managed digital and physical filing systems for records, correspondence, and other material

**Mentor**  
**Byjus private Limited - Bangalore**

01/2021 - 11/2021

- Identified cases of abuse, encouraging students or parents to seek assistance from mental health professionals.
- Talked with individuals, sharing positive life experiences to encourage improved self-esteem and boost socialization.
- Facilitated weekly one-on-one mentoring sessions, providing guidance, support, and feedback to mentees.

**Customer Care Executive**  
**Air connect India private limited - Coimbatore**

03/2017 - 08/2018

## LANGUAGE

- **English: C2** - Proficient
- **Tamil: C2** - Proficient
- **Telugu: B2** - Upper Intermediate
- **Kannada: A1** - Beginner