



RAVI MAHADEVASWAMY

PROFESSIONAL PROFILE

I'm professional and have valuable 15+years experience in this field.

- Administrative Support
- Virtual Assistant

Contact Me

Facebook:
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DOB: 21st March, 1984

Location: Mysuru-Karnataka, India

PERSONAL DETAILS :

Father's Name : Mahadevaswamy

Language Known : Kannada (native), English, Hindi, Telugu, Tamil

Gender : Male

Marital Status : Single

OBJECTIVE :

To work in a challenging and creative environment and effectively contribute towards the goals of the organization besides gaining as much knowledge as possible in order to achieve expertise in the working domain.

An innovative problem-solver who meets the demanding project objectives on time and within budget.

I ready to accept challenging horizons, I want to acquire the position in a company by doing hard work sincerely & honestly. I would like to complete the variance responsibilities assigned to me systematically and efficiently.

My best asset is my Admin/Data Entry. So, I always want to take advantage of this asset. As I, firmly believes that it is essential for freelancer/independent Contractor. As a freelancer/independent Contractor should be comfortable with the tools that organization wants me to manage company's information.

Have been working on Admin Support/Data entry projects on various capacities including as a freelancer for more than 15 years. Has an in depth expertise in Ms Office/Adobe PDF/Desktop Support applications.

And also I have worked in both management and administrative capacities, I am extremely proficient in all Microsoft Office programs, and also I am very familiar with the internet and all its applications.

WORK EXPERIENCE :

JSS Group of Institutions
Worked as a Computer Teacher and Operator
JSS Institute – Sakleshpur, Hassan District

2004 – 2006

Responsibilities:

- Maintaining Computer Lab.
- Teaching Fundamentals of Computer.
- Teaching Basics Computers Like – MS Word, Excel, PowerPoint, MS Access.
- Teaching Uses of Internet and Emails.
- Teaching Creation of Resume using MS Word.
- Teaching Basic Formulas in MS Excel.
- Teaching how to Prepare Educational Presentation using PowerPoint.

CAMS (Computer Age Management Service Pvt. Ltd)
Team Leader

2007 – 2018

Responsibilities:

- Worked in eisc Mutual Fund (Data Operational) server.
- Handling Customer Application in various Mutual Funds.
- Maintaining Customer Portfolio and Monitoring.
- Monitoring Mutual Funds NAV (Net Asset Value) Status.
- Generating Customer Account Statement.
- Handling Front Office for Walk-in Customer.
- Handling Customer Queries , email requests and resolving the escalations within 24hrs.
- Providing Tech Support to All Branches in South India – Through Remote Access.
- Taking Care of other Branches – When High Risk Occurred.
- Bank Cheque Payinslip Generation.
- Doing Scrutiny of Customer Application Request.
- Handling Dispatch Section, Tracking Courier Details and Preparing Report.
- Giving Training to Team when new version released.

UNDERGONE TRAINING'S:

- MAX BUPA Health Insurance.
 - BIRLA SUNLIFE INSURANCE.
 - AEGON RELIGARE INSURANCE.
 - TATA AIA LIFE INSURANCE.
 - PNB MET LIFE INSURANCE.
 - CDSL, NSDL, AMFI, CAMS Repository.
 - CAMSKRA, CVLKRA, KYD (Know your Distributor), KYC (Know Your Customer).
- These all are data operations Software Training from CAMS.

EDUCATION :

Matriulation : 10th Standard
Marimallappa`s High School, Mysuru

- 2000

Diploma in Commercial Practice
Jss Polytechnic, Mysuru.

2001 – 2003

BCA – Bachelor of Computer Applications
Dr. C.V. RAMAN University, Bilaspur (C.G.)

2012 – 2015

TECHNICAL SKILLS :

- Administrative and Virtual Support Skills:

- CRM Software
 - Google Docs
 - Customer Service
 - MS-Office / Office 365 / Open Office
 - Clerical Procedures
 - Daily Reports,
 - Error Detection
 - Product Listings
 - Google Suite
 - Scheduling
 - Email Etiquette / Email Technical Support/ Email Handling
 - Data Entry
 - File Management
 - Appointment Scheduling
 - Product Entries
 - Draft Correspondence
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- PDF: Conversion word/excel to PDF /Editing
 - Data mining / Data Collection / Data Analyst
 - Internet/Social Media : Researcher/Evaluator/Survey
 - Desktop Support
 - Typing Skills : English/Kannada - Senior Grade (Nudi, Baraha, Srilipee)
 - Outlook Configuration (imap/pop3)
 - Operating System Installation : Formatting Hard Disk & Partition/Trouble Shooting/Disk Fragmentation
 - DTP (Desktop Publishing) - Page Maker, Corel Draw, Photoshop