


Ramar Velliangiri



Personal Details

 Ramar Velliangiri
 ramarmechgpc05@gmail.com
 +974 71374063
 Doha
 April 5, 1997
 Male
 Indian

Skills

Analytical Skills
Attention to Detail
Commitment to Quality and Excellence
Hardworking
Time Management

Languages

English
Tamil
Malayalam
Hindi

Profile

Highly motivated and results-oriented professional with experience in retail management, customer service and inventory control. Personable and efficient in providing safe client transport, hardworking and dedicated to work.

Education

Diploma in Mechanical **May 2012 - Apr 2015**
Sathyamangalam, Tamil Nadu, India

Employment

Messenger & Sales Assistant **Jan 2024 - Present**
Cloud Advertising, Doha, Qatar

- Assist with the collection of payments and conducting bank transactions.
- Ensure all deliveries are completed in a timely and professional manner.
- Safely transporting company staff of travel and submit at the end of travel or the following specified locations in a timely manner.
- Planned and follow the most efficient routes for delivering goods.
- Received messages or materials to be delivered, and information on recipients, such as names and addresses.
- Assisting company staff with loading and unloading goods.
- Recorded information, such as items received and delivered and recipients.
- Able to understand and follow simple oral and written instructions.
- Observed all local and state traffic laws to ensure safety.
- Keeping the company vehicle clean and properly maintained.
- Packaged, labeled, and prepared non-local print orders for mailing and ship to customers, according to print order request.
- Collected and inspected random samples during print runs to identify any necessary adjustments.
- Verified that paper and ink meet the specifications for a given job.
- Examined job orders to determine quantities to be printed, stock specifications, colors, or special printing instructions.

Retail In Charge **Jul 2019 - Apr 2023**
Maruti Suzuki India Pvt Ltd, Coimbatore, Tamil Nadu, India

- Inspected and checked outgoing orders for quality control.
- Educated and managed staff on best practices in use and maintenance of equipment inventory.
- Scheduled and oversaw maintenance, repair, and installation activities.
- Monitored product quality and communicated necessary improvements to site superintendent.
- Utilized proper tools and materials to adhere to safety guidelines.
- Monitored safety compliance to maintain strict standards and protect team members from harm.
- Efficiently assisted service workers with problematic transactions to maintain customer satisfaction and quickly rectify issues.
- Monitored daily progress and work quality to provide guidance and direction to mechanics and installers.
- Strengthened communication skills through regular interactions with others.
- Self-motivated, with a strong sense of personal responsibility.
- Worked effectively in fast-paced environments.

- Kept watchful eye on equipment inventories, optimizing work readiness and aligning supplies with specifications for each job.

Customer Care Service Executive**Jul 2016 - May 2019****Supreme Paradise Pvt Ltd, Erode, Tamil Nadu, India**

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Preparing weekly sales report by product wise and submitting to Branch Manager.
- Provided primary customer support to internal and external customers.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Analyzed customer service trends to discover areas of opportunity and provide feedback to management.
- Participated in team meetings and training sessions to stay informed about product updates and changes.
- Handled customer inquiries and suggestions courteously and professionally.
- Met customer call guidelines for service levels, handling time and productivity.
- Coordinating with respective departments to ensure optimum customer satisfaction by meeting the required standards.
- Reporting to the shift manager regarding any technical error with the operational equipment.
- Assisting the team leader and shift managers with various works.

Qualities

Valid Qatar Driving License**Diploma in Soft Skill Development**

References

Deepak

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