

Name: Rama Ayappah

Address:**Tel:****Mob:****E-mail:** rama_ayappah@yahoo.co.uk**Personal Profile:**

A hard working, self-motivated and confident individual with skills and experiences of working in various sectors. Able to work well in a team environment in harmony as well as on own initiative. Communicative and proficient in dealing with customers to provide a good service to satisfy their expectations as well as to achieve the targets.

Skills & Abilities:

- Effective and pro-active communicator with ability to be objective
- Keeping accurate records, writing reports and research skills
- Posses good time management skills and able to work under pressure whilst meeting targets
- Professional approach to dealing with client
- Flexible, adaptable, reliable and persuasive
- Posses a non-judgemental attitude, and sound values (promoting choice and dignity)
- Ability to present information clearly
- Possessing Health and Safety and First Aid certificates

Work History:

Nov 2008 - Current

A4E Work Placement Programme, London

Internship**Duties & Responsibilities:**

- Working in a office environment
- Word-processing and printing
- Using E-mail and Internet
- Letter writing and filling in forms
- Operating scanner, photocopying and faxing

July 2004 - Oct 2004

P.D.S.A Shop, London

Volunteer**Duties & Responsibilities:**

- Sorting and pricing items
- Serving and helping Customers
- Operating Till and handling money
- Depositing days takings in bank

1998 - 2000

Littlewoods, London

Cook**Duties & Responsibilities:**

- Preparing a range of meals
- Providing a good customer service
- Ensuring all surfaces were clean and tidy
- Developing the ability to multi-task