

**PERSONAL DETAILS:**

Born: 13/12/1991

Nationality: Indian

Marital Status: Married

Visa Status: Husband visa

Phone: +971562040811

Email: anushakky@gmail.com

SUMMARY

I am forward thinking,
Hardworking and dynamic
Person who ensures that what
has to be done is efficiently.
I am organized and willing to
accept responsibility in order to
meet deadlines promptly.

SKILLS

Customer Relationship
Creative and innovative
Customer acquisition
Highly Motivated

COMPUTER SKILLS

MS Office
Computer & Networking.
Trad easy
QuickBooks
Tally Prime

LANGUAGES

English
Hindi
Malayalam

ANUSHA ANEESH**OBJECTIVE**

To work in a responsible position within a reputed Institution which will provide me an opportunity to deploy my strengths and skills and at the same time, provide me with the exposure to enhance my knowledge and capability.

QUALIFICATIONS

IT (2 years) Diploma from Government ITI of Kerala-2009-2010
Diploma in Professional Accounting -2022

WORKING EXPERIENCE

Worked As Admin Assistant Cum Receptionist in ZTCO
National General Trading L.L.C. (from 2019 Feb to 2020 Feb)

- Drafting documents and Answering calls, taking messages and handling correspondence.
- Taking memos and Maintaining files.
- Update and maintain office policies and procedures
- Order office supplies and research new deals.

Worked As Office Secretary Cum Receptionist in Al Amayaha
Spare Parts and Equipment's' LLC.

- Answering calls, taking messages and handling correspondence.
- Maintaining diaries and arranging appointments.
- Typing, Preparing and collecting reports.
- Managing databases.
- Coordinating mail-shots and similar publicity tasks.

Worked As Customer Care Executive in Popular Vehicles &
Service Pvt. Ltd

- Attend the customer telephone calls
- Answer them appropriate personnel
- To promote & implement good customer care practice
- Resolve customer compliance via phone or direct
- Assist the project management team

DECLARATION

I do hereby declare that the information given above is true to the best of my knowledge.

Place: Dubai

Yours Sincerely,

ANUSHA ANEESH