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**SOFTWARE PACKAGE:**

DTP  
DCA  
Outlook Express

**PERSONAL DATA:**

Date of Birth: 12<sup>th</sup> Mar 1988  
Nationality: Indian  
Marital Status: Married

**MY INDIAN PASSPORT**

R0968348  
Expiry: 19-06-2027

**LANGUAGES KNOWN:**

English  
Malayalam  
Hindi

**SKILLS**

Leadership  
Team building  
Planning  
Goal-oriented  
Time management  
Conflict-resolution

**REFERENCE**

Provide upon demand

# ANAS A A

**CAREER OBJECTIVE**

Energetic supervisor with in depth knowledge of productivity strategies and ability to control expenses to deliver projects within budget. Hoping to secure a Manager or Supervisor position in an organization where my abilities will be maximized.

**ACADEMIC QUALIFICATION**

✚ Bachelor of Arts in Sociology from University of Calicut, 2016

**PROFESSIONAL EXPERIENCE**

SHAHI FOODS & SPICES LLC, OMAN (INVOICE AND INVENTORY SECION ACCOUNTS DEPARTMENT)

Position: Sales Co-ordinator

Duration: 4 years

- ✓ Coordinating the sales team by managing schedules, filing important documents and communicating relevant information
- ✓ Ensuring the adequacy of sales-related equipment or material
- ✓ Responding to complaints from customers and give after-sales support when requested
- ✓ Preparing promotional materials and displays

BASIC LIFE AT CENTRAL SQUARE MALL, ERNAKULAM

Position: Store Manager

Duration: 3 years

- ✓ Managing budgets and maintaining statistical and financial records
- ✓ Dealing with customer queries and complaints
- ✓ Overseeing pricing and stock control
- ✓ Maximizing profitability & setting/meeting sales targets, including motivating staff to do so

FOCUS BAGS & FOOT WEARS SHOP, ALUVA

Position: Sales Executive

Duration: 3 years

- ✓ Demonstrating and presenting products, meeting with clients virtually or during sales visits.
- ✓ Establishing new business and maintaining accurate records
- ✓ Attending trade exhibitions, conferences and meetings
- ✓ Reviewing sales performance and working towards monthly or annual targets.

RAYMOND SHOP, ERNAKULAM

Position: Sales Executive

Duration: 4 years

- ✓ Demonstrating and presenting products, meeting with clients virtually or during sales visits.
- ✓ Establishing new business and maintaining accurate records
- ✓ Attending trade exhibitions, conferences and meetings
- ✓ Reviewing sales performance and working towards monthly or annual targets.

RELIANCE TRENDZ, ERNAKULAM

Position: Sales Executive

Duration: 2 years

- ✓ Demonstrating and presenting products, meeting with clients virtually or during sales visits.
- ✓ Maintaining accurate records
- ✓ Reviewing sales performance and working towards monthly or annual targets.