



ANAS T S

Experienced professional with over 6 years in operations, fleet management, cashier duties, sales, accounts, sales consultancy, and office assistance. Bachelor of Commerce degree holder with a strong foundation in business principles and financial management. Proficient in managing operational aspects, cash transactions, sales records, sales support, and office tasks. Proven track record of success, committed to excellence, and poised to contribute effectively to any team for organizational success.

CONTACT INFORMATION

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UAE

EDUCATION

BACHELOR OF COMMERCE | 2015

- Calicut University

HIGHER SECONDARY | 2012

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2010

- Central Board of Secondary Education, Kerala, India

CERTIFICATIONS

- Computer Hardware
- Computer Accounting Applications (Peach Tree & Tally ERP 9)
- MS Office
- Quick Book

COMPUTER PROFICIENCY

Windows OS	★ ★ ★ ★ ★
Basic Operation	★ ★ ★ ★ ★
Internet & Email	★ ★ ★ ★ ★

KEY SKILLS

Team Work	Work Ethic	Analytical skills	Leadership Quality
Decision-making	Time Management	Adaptability	
Problem Solving Ability	Hardworking	Interpersonal Skills	Honesty

WORK EXPERIENCE

OPERATION AND FLEET | 2 Years

EASYLEASE MOTORCYCLE RENTAL PJSC, UAE

KEY RESPONSIBILITIES

- Managed asset management of fleet services for Managed Print Service customers.
- Ensured client feedback was communicated to the delivery team to facilitate service improvements.
- Handled management information tasks.
- Implemented effective workflow processes.
- Contributed to enhancing work process efficiency.
- Managed asset management and MACD (Move, Add, Change, Delete).
- Participated in team meetings and provided general input for day-to-day improvement efforts.

CASHIER | 6 Month

SUPER BONANZA SUPER MARKET, UAE

KEY RESPONSIBILITIES

- Managed transactions with customers using cash registers.
- Collected payments, whether in cash or credit.
- Issued receipts, refunds, change, or tickets.
- Resolved customer complaints, provided guidance, and offered relevant information.

SALE & ACCOUNTS | 2 Years

EMERALD GLASS & PLYWOODS, KUNNAMKULAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Assisted the Area Manager in sales activities for a period of 6 months.
- Managed account books, sales tax invoices, and related documentation.

PROFESSIONAL SKILLS

- Logistics Management
- Fleet Maintenance
- Route Optimization
- Inventory Control
- Supply Chain Coordination
- Cash Handling
- Payment Processing
- Basic Accounting
- Transaction Reconciliation
- Sales Forecasting
- Lead Generation
- Negotiation Skills
- Consultative Selling
- Relationship Building
- Administrative Support
- Calendar Management
- Data Entry




PERSONAL DOSSIER

Gender : Male
Date of Birth : 06/04/1995
Nationality : Indian
Marital Status : Married
Passport Number : N3633595

LANGUAGE

English 100 %
Malayalam 100 %
Hindi 85 %

INTERESTS

 Songs
 Travelling
 Reading

- Maintained daily transactions of cash, cheques, and bank activities.
- Prepared bank reconciliation statements.
- Handled accounts payables and receivables.
- Utilized QuickBooks and Tally ERP 9 for accounting tasks.

SALE CONSULTANT | 1 Year

MCP HYUNDAI - CAR SHOWROOM, KUNNAMKULAM, KERALA, INDIA

KEY RESPONSIBILITIES

- Managed showroom merchandising and sales of cars.
- Ensured customer satisfaction and addressed customer complaints effectively.
- Maintained technician logs and provided guidance based on vehicle problem checklists provided by customers.
- Scheduled periodic maintenance for customers and informed them about booking their vehicles for free services.

OFFICE ASSISTANT | 1 Year

CREATIVE TOURS & TRAVELS, WADAKKANCHERY, KERALA, INDIA

KEY RESPONSIBILITIES

- Managed operations, sales, and online ticketing processes.
- Ensured customer satisfaction by providing top-notch service.
- Utilized computerized accounting applications to generate invoices, process cash payments, handle calls, and authorize payments and cash collection.
- Oversaw travel insurance and registration processes.
- Provided support for internal auditing procedures.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

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