



ANEES K.N

ADMIN ASSISTANT

+971 544512631

aneesknofcl@gmail.com

DUBAI

ACADEMIC CREDENTIALS

BACHELOR OF ARTS:

- Bachelor of Commerce, 2019

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

CAREER ABRIDGEMENT

Seeks an opportunity to utilize sales and persuasive expertise to exceed sales targets and convert prospective clients into repeat customers in a challenging workplace. Flexible, determined, and innovative salesperson looking for opportunities to grow as a customer service professional.

KEY SKILLS

Team Work	Work Ethic	Communication	Leadership
Organization skills	Time Management	Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardworking
			Analytic Skills

EMPLOYMENT CHRONICLE

ADMIN ASSISTANT | 07/2023- CURRENT
AVM LABS DUBAI, UAE

WARE HOUSE COORDINATOR | 01/2020-02/2023
NITHEESH SERVICE UNDER VODAFONE IDEA PVT LTD KERALA INDIA

SALES EXECUTIVE | 03/2019-12/2019
OPPO ELECTRONICS PVT LTD KERALA INDIA

COMPUTER PROFICIENCY

MS Excel	★★★★★
Tally	★★★★
MS Power Point	★★★★★
Internet & E-Mail	★★★★

KEY RESPONSIBILITIES

- Closely monitored all warehouse productions, ensuring processes stayed efficient and effective, making changes where needed almost three years' experience.
- Assign work orders to staff; record work performed and materials used
- Keep store clean, organized, and stocked with merchandise according to merchandising requirements and business operating plan
- Administer payroll and payroll deductions




PROFESSIONAL SKILLS

- Active listening
- Time management
- Communication
- Product knowledge
- Prospecting
- Management

LANGUAGES KNOWN

English	<div></div>	100
Malayalam	<div></div>	100
Hindi	<div></div>	85 %
Tamil	<div></div>	85 %

INTERESTS

		
Songs	Travelling	Reading

KEY RESPONSIBILITIES

- Office Management:**
 - Managing and organizing office supplies, files, and paperwork.
 - Maintaining office equipment and ensuring smooth office operations.
 - Coordinating maintenance and repair of office equipment.
- Clerical Duties:**
 - Answering phone calls, emails, and inquiries in a professional manner.
 - Managing calendars, scheduling meetings, and coordinating appointments.
 - Drafting, formatting, and sending correspondence (emails, memos, letters).
 - Maintaining filing systems, both physical and electronic.
- Data Entry and Record Keeping:**
 - Entering data into spreadsheets, databases, or accounting systems.
 - Maintaining accurate and up-to-date records of business transactions and information.
- Meeting and Event Coordination:**
 - Organizing meetings, preparing agendas, and recording minutes.
 - Arranging conferences, travel arrangements, and other events.
- Supporting Leadership and Teams:**
 - Providing administrative support to senior management and teams.
 - Assisting with project coordination, communication, and task follow-up.
 - Handling confidential and sensitive information appropriately.
- Document Preparation:**
 - Preparing reports, presentations, and other documentation for internal and external use.
 - Reviewing and proofreading documents for accuracy and compliance with standards.
- Client and Vendor Relations:**
 - Serving as a point of contact for clients, vendors, and external parties.
 - Assisting with client inquiries, orders, and requests.
- Financial Support:**
 - Assisting with bookkeeping tasks, invoices, and tracking office expenses.
 - Managing petty cash and expense reports.
- HR Support:**
 - Assisting in employee onboarding, timesheets, and other HR-related tasks.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 10/03/1996
Nationality : Indian
Marital Status : Single

PASSPORT DETAILS

Passport Number : T9640062
Date of Issue : 15/11/2019
Date of Expiry : 14/11/2029

DECLARATION

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

ANEES K.N