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🛍 DUBAI

ACADEMIC CREDENTIALS

P BACHELOR OF ARTS:

- Bachelor of Commerce, 2019

HIGHER SECONDARY

Board of Higher
Secondary
Examination, Kerala,
India

o SSLC

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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 worplace.Flexible,determined,and innovative salesperson looking for opportunities to grow as a customer service professional.

KEY SKILLS

Team Work	Work Ethie	c Communic	cation	Le	eadership
Organization sk	ills Time	Time Management		Interpersonal ability	
Detail Oriented	Punctual	Quick Learner	Hardwa	orking	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

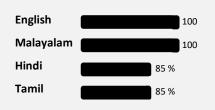
- Closely monitored all warehouse productions, ensuring processes stayed efficient and effective, making changes where I needed almost three years' experience.
- Assign work orders to staff; record work performed and materials used
- Keep store clean, organized, and stocked with merchandise according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

KEY RESPONSIBILITIES

PROFESSIONAL SKILLS

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

LANGUAGES KNOWN



INTERESTS

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Songs	Travelling	Reading

1. 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.

2. 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.

3. 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.

4. Meeting and Event Coordination:

- Organizing meetings, preparing agendas, and recording minutes.
- Arranging conferences, travel arrangements, and other events.

5. 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.

6. Document Preparation:

- Preparing reports, presentations, and other documentation for internal and external use.
- Reviewing and proofreading documents for accuracy and compliance with standards.

7. Client and Vendor Relations:

- Serving as a point of contact for clients, vendors, and external parties.
- \circ $\;$ Assisting with client inquiries, orders, and requests.

8. Financial Support:

- Assisting with bookkeeping tasks, invoices, and tracking office expenses.
- Managing petty cash and expense reports.

9. HR Support:

 Assisting in employee onboarding, timesheets, and other HRrelated 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