



# ANJALY UMESH

## CONTACT DETAILS

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Location

UAE

## EDUCATIONAL QUALIFICATION

**Diploma in secretarial practice**

Govt. Commercial institute | 2019

**B.Voc**

RGNIYD | 2018

**Plus Two**

CBSE | 2015

**SSLC**

CBSE | 2013

## COMPUTER PROFICIENCY

- MS Word
- MS Excel
- Power Point
- Data Entry
- Computer Typing

## PROFILE SUMMARY

Resourceful and result-oriented professional with extensive experience in office operations, skilled in streamlining processes to enhance efficiency and productivity. Proficient in MS Word, MS Excel, and PowerPoint, with a proven ability to manage administrative tasks, generate reports, and support team functions. Adept at multitasking in fast-paced environments, delivering accurate and timely results

## WORK EXPERIENCE

- **Data Entry at ABC Group, Kannur (2 Years of Experience)**  
**ABC Group, Kannur**
  - Accurately entered and updated large volumes of data into the company database, ensuring minimal errors.
  - Verified and cross-referenced data from multiple sources to maintain data integrity.
  - Organized and maintained electronic and physical files for easy retrieval and audit purposes.
  - Processed daily reports, updating them with the latest data and ensuring timely distribution to relevant departments.
  - Assisted in the development and implementation of data entry procedures to improve efficiency.
  - Collaborated with team members to identify and resolve discrepancies in data entries.
  - Provided administrative support by managing and organizing documents, spreadsheets, and other files.
  - Ensured data confidentiality and security by following company policies and guidelines.
  - Performed regular backups of data to prevent data loss and ensure business continuity.
  - Assisted in generating reports and presentations based on data analysis for management review.
- **Front Office Assistant at Kairali Resort, Kannur (1.5 Years of Experience)**
  - Greeted and welcomed guests, providing a warm and professional first impression of the resort.
  - Managed guest check-ins and check-outs efficiently, ensuring a smooth and pleasant experience.
  - Handled guest inquiries and complaints with a customer-centric approach, resolving issues promptly.
  - Answered phone calls, emails, and other communications, directing them to the appropriate departments as needed.
  - Coordinated with housekeeping and maintenance teams to ensure rooms were ready for guest arrivals.

## AREAS OF INTEREST

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- Accountant
- Billing
- Office work
- Front Office Assistant
- Administrative Assistant

## PERSONAL DETAILS

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Nationality : Indian

Date of Birth : 26/ 05 / 1997

Gender : Female

Marital Status : Married

Passport No : T1243537

Date of Expiry : 06/02/2029

Visa Status : Residence visa

## LANGUAGES KNOWN

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English

Hindi

Malayalam

## CORE COMPETENCIES

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- Office Administration
- Data Entry Accuracy
- Document Preparation
- Scheduling & Organization
- Customer Service
- Report Generation
- Team Coordination

## PERSONAL SKILLS

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### Communication

Interpersonal skills – verbal, problem solving and listening skills in any administrative role.

### 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

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

**ANJALY UMESH**