



ANJALY UMESH

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.

CONTACT DETAILS

Phone

+971 564379731

E-mail

anjalmohan2015@gmail.com

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

AREAS OF INTEREST

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

PERSONAL DETAILS

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

English

Hindi

Malayalam

CORE COMPETENCIES

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

PERSONAL SKILLS

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

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

ANJALY UMESH