



Anakha Anil

Mobile No: +971 588004634

Email: anakha1028@gmail.com

OBJECTIVE

To secure a role that offers challenges and opportunities for growth where I can utilize my skills and experience to contribute to the organization's success

LOCATION

Room No.302
Above Kallayi Restaurant
Dubai, UAE

PERSONAL PROFILE

DOB: 10/03/1997
Father's Name: Anil Kumar C.N
Nationality: Indian
Marital Status: Married

PASSPORT DETAILS

Passport No: S2015857
Date of Issue: 19/04/2018
Date of Expiry: 18/04/2028

LINGUISTIC FLUENCY

- ❖ English
- ❖ Malayalam
- ❖ Hindi
- ❖ Tamil

INTEREST & HOBBIES

- ❖ Reading
- ❖ Volunteering & Community Involvement
- ❖ Listening to Music
- ❖ Henna Artist
- ❖ Travel

WORK EXPERIENCE

- Designation: Cashier – Gopalkrishna Hardware, Bharananganam - January/2023 to March/2024 (1Year & 3 Months)
 - Manage cash and credit card transactions and customer's queries
 - Reconciled cash drawer in the morning and prior to closure accounting for errors and resolving discrepancies
 - Ability to work in a fast-paced environment and multitask
- Designation: Customer Service Executive – Muthoot Fincorp Limited, Bharananganam - February/2022 to October/2022 (9 Months)
 - Processed transactions accurately and efficiently, handling cash, credit card payments and mobile payments
 - Utilize problem-solving skills to address complex customer complaints
 - Collaborate with internal teams to resolve customer issues efficiently
 - Consistently meet or exceed customer satisfaction and quality targets
- Designation: Junior Software Developer – Civet Techno Solutions, Pala - June/2018 to October/2020 (2 Years and 4 Months)
 - Participate in code reviews and provide feedback to peers
 - Collaborate with team members to design and implement new features
 - Contribute to documentation and knowledge sharing with team
 - Attend team meetings and provide updates on progress and challenges

PRACTICAL SKILLS

- ❖ Computer Application
- ❖ Programming: Java, C, C++
VB, COBOL, HTML
- ❖ Web Design
- ❖ Graphic Design
- ❖ Operating System: Windows
- ❖ Databases: Access, SQL
- ❖ Accounting Software: Tally
- ❖ Software: Word, Excel,
Powerpoint

SOFT SKILLS

- Excellent communication and interpersonal skills
- Strong problem-solving skills
- Ability to work independently and as a part of team
- Leadership skills
- Excellent team player
- Building confidence and trust in customer
- Critical thinking
- Strategic thinking
- Strong work ethic
- Time management
- Active learning
- Adaptability

EDUCATIONAL QUALIFICATION

Sl. NO	COURSE	INSTITUTION	UNIVERSITY/BOARD	YEAR
1	PDCFA	MACT Computers, Chethimattom	Kerala State Rutronix	2021
2	Bachelor of Computer Application	Mar Augusthinose College, Ramapuram	Mahatma Gandhi University, Kerala	2018
3	Higher Secondary	SMV HSS, Poonjar	Board of Higher Secondary Examination, Kerala	2015
4	SSLC	St. Mary's Girls HSS, Pala	Board of Examination, Kerala	2013

ADDITIONAL ACADEMIC QUALIFICATION

- Supply Chain Logistics - An online non-credit course authorized by Rutgers the State University of New Jersey offered through Coursera.

DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge.

ANAKHA ANIL