



# Anakha Anil

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## OBJECTIVE

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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

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- Designation: Cashier – Gopalkrishna Hardware, Bharananganam - January/2023 to March/2024 (1 Year & 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