



ANANDHU S

BBA Graduate / PG Diploma in supply chain Management- one year experience as Administrative Assistant

+971 585129198 @ sanandhu451@gmail.com

http://linkedin.com/in/anandhu-sasi-3b4780270 AI Quoz, Dubai

SUMMARY

A highly motivated and results-oriented BBA graduate seeking an opportunity to apply and enhance my knowledge and skills in a professional setting. I am eager to contribute to a dynamic organization and learn from experienced professionals while making a positive impact.

SKILLS

Fast Learner · Microsoft Office ·

Ability to Work in a Team · Adaptability ·

Communication · Creativity

STRENGTHS



OFFICE ADMINISTRATION

*Professional with hands-on expertise in devising measures for enhancing Operational efficiency through effective Administration & Communication
*Screened and prioritized incoming requests, directing to appropriate departments as needed; personally addressed issues, concerns, and resolved problems.



ACCOUNTS HANDING

*Preparing Quotations
*Handle accounts receivable (issuing invoices)
*Handling petty cash.
*Managing monthly expenses.

INTERNSHIP



MIV CFS VALLARPADAM

Participates in various operations held in MIV CFS Preparation of all the document used for exporting Warehouse Management Freight forwarding Team work

LANGUAGES

English Proficient

Hindi Intermediate

Malayalam Native

EXPERIENCE

Administrative Assistant-Business Development

2022 - 2023

Browzifo Infotech Pvt Ltd, Palarivattom

Kochi, Kerala, India

Company Description

- Efficiently handle incoming calls and direct them to the appropriate personnel.
- Organize and schedule appointments, meetings, and events. Maintain contact lists and manage calendars.
- Produce and distribute correspondence, including memos, letters, faxes, and forms.
- Assist in preparing regular reports.
- Order office supplies and maintain inventory.
- Provide general support to visitors.
- Answer questions and handle requests from colleagues and external contacts.
- Take dictation and assist in research and presentations. Contribute to team efforts by accomplishing related tasks. Arrange business meetings with prospective clients.
- Build and maintain strong relationships with clients.
- Arrange business meetings with prospective clients.

PROJECT

Employee motivation in HR Management

2022

CAPEX, Kollam

The key aim of the project is to analyse about various factors such as salary, increments, promotion, recognition etc. leading to motivation of employees and to assess their relationship between the motivation and performance.

COURSES

Advance Excel

GCC VAT

Quick Book

EDUCATION

PG Diploma in Supply Chain Management

03/2022 - 06/2023

STED Council

Bachelor of business Administration in Management

03/2019 - 07/2022

Kerala University

