

ANAS C

To Build A Career In A Growing Organization,
Where I Can Get The Opportunities To Prove
My Abilities By Accepting Challenges
Fulfilling The Organizational Goal, And
Climbing The Career Ladder Through
Continuous Learning And Commitment



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ACADEMIC QUALIFICATION

BACHELOR OF COMMERCE

RABINDRA NATH TAGORE UNIVERSITY

HIGHER SECONDARY SCIENCE

KERALA BOARD OF SECONDARY EDUCATION

WORK EXPERIENCE

- Worked as a **computer operator in Kalliyath Sanitation**, Tirur from Sep2021 to Apr 2024
 - Monitor and maintain current inventory levels, process purchase Orders as required track the orders.
 - Ensure proper implementations of policies and procedure.
 - Assist with data entry, filing, and maintaining records efficiently and accurately.
 - Input data into computer systems accurately and efficiently, ensuring data integrity and security.
 - Perform routine system maintenance tasks.
 - Maintain inventory records for hardware and software.
 - Implement and maintain backup procedures to ensure the safety and integrity of data.
- Worked as a **HR Recruiter In Ignite Academy**, Kochi

PROFESSIONAL QUALIFICATIONS

- SAP MM (Material Management)
- Tally ERP
- Tally Prime
- MS Office

ABILITIES

- Continuously capability for every day-up date learning.
- Creative thinker and quick learner.
- Capable of working under pressure& meet with the deadlines with ease and efficiency.

DECLARATION

There by declare that the above-mentioned facts are true to the best of my knowledge and belief.

ANAS C

PROFESSIONAL SKILLS

- **V**ery good communication and interpersonal skills
- **A**bility to think through problem
- **P**roactive and Professional attitude
- **H**aving Leadership qualities

LANGUAGE KNOWS

English

Malayalam (Native)

Hindi

Tamil

PASSPORT DETAILS

Passport No : U6751652

Place of Issue : Kozhikode

Date of Expiry : 26/12/2029

Visa Status : Visiting Visa

PERSONAL DETAILS

DOB

19/08/1997

Marital Status

Unmarried

Nationality

Indian

Availability

Immediately

Address

Villa 38, 25 Street

Nad Al Hammar

Dubai

