

Anaswara Rajesh

Accounts & Administration



EXPERIENCE

January 2024 - February 2024 **CR TECH AUTOMOBILES, Al qusais, Dubai**

Administration

- » Manage office supplies stock and place orders
- » Prepare regular reports on expenses and office budgets
- » Maintain and update company databases
- » Organize a filing system for important and confidential company documents
- » Answer queries by employees and clients

March 2023- June 2023

90+ MY TUTION ACADEMY, Kerala

Administration

- » Encouraging students
- » Distributing Educational materials
- » Understanding the curriculum
- » Evaluate students progress
- » Answering incoming phone calls
- » Communication and coordination
- » Coordinating meetings
- » Maintaining office software



EDUCATION

2019 - 2022

SH COLLEGE, CHALAKUDY, Calicut University

Bachelor of Arts - Economics

June 2023- Dec 2023

NATIONAL INSTITUTE, Chalakudy

Diploma in Foreign Accounts

2017 -2019

G.H.S.S NANDIKKARA

Higher secondary

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

CONTACTS

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Al Qusais, Dubai

PERSONAL DETAILS

Date of Birth : 21/02/2002

Marital Status : Single

Nationality : Indian

Visa Status : Visit Visa

CERTIFICATES

- » Tally Essential - Level 2
- » Gst Skills
- » Foreign accounting

LANGUAGES

English

Malayalam

SKILLS

- » Excel
- » MS Word
- » Microsoft outlook
- » Email
- » Basic operations