



ANU M. S



+971 52 701 0960



anumsabu10@gmail.com



Dar Al Aman Building
Sharjah

Passport Details

Passport No : Y6223561
Date of Issue : 23-06-2023
Date of Expiry : 22-06-2033
Place of Issue : Cochin
Date Of Birth : 21-Jan-1998
Visa Status : Visit

Objective

To obtain a challenging rule that would actively contribute to the development and growth of the company. Where my technical skill will fit and we utilized to its potential

Skills

- Computer Literate (M.S Office, Word & Excel)
- Communication Skills
- Up –Selling and Cross Selling
- Team Work and Collaboration
- Leadership Skills and Strong

Languages

English
Malayalam
Hindi

Work Experience

- One year and 6 months of experience as a customer care associate in Reliance trends
- Two years of experience in Popular Vehicles & Services as a customer service executive, Ernakulam.
- One year experience as an office staff at Capto Investment & Tax Consulting Service, Karukachal

Duties & Responsibilities

- ☐ Answering Phone calls and E-mails.
- ☐ Greeting clients and visitors
- ☐ Communicating with senior manager and other colleagues
- ☐ Answering customer's questions.
- ☐ All type of business correspondence

Education

Diploma in Hospital Administration

Techzon Skill Training | Jan. 2024

Bachelor of Arts (Hindi & Literature)

Mahatma Gandhi University

NSS Hindu College, Changanacherry | Oct. 2019

Higher Secondary School

State Board of Secondary Education

Govt. HSS, Nedumkunnam | March 2015

Declaration

I hereby declare that all information furnished in this document is free of errors to the best of my knowledge