



NIRMAL RAJ ANIL

AL Nahda-1, Dubai, UAE

Mobile # +971 523070324

Email: nirmalrajanil@gmail.com

PERSONAL INFO

Nationality : Indian
Date of birth : 7th July 1993
Gender : Male
Marital Status : Married

PASSPORT DETAILS

Passport No : W8840830
Date of Issue : 02/01/2023
Date of Expiry : 01/01/2033
Visa Status : Visit visa

LANGUAGES

English
Hindi
Malayalam
Tamil

Computer Skills

Tally Prime With GCC Vat
Ms Office
Basic computer amenities

SKILLS

- Communication skills
- Problem solving abilities
- Organization
- Teamwork
- Customer service
- Responsibility
- Time management
- Multitasking

CURRICULAM VITAE

PROFESSIONAL SUMMARY

Seeking a position to utilize my skills with honesty, sincerity and hard work that offers a professional growth and pursues a challenging career while being resourceful and flexible.

ACADEMIC QUALIFICATION

BACHELOR OF ENGINEERING IN ELECTRONICS & COMMUNICATION ENGINEERING

Anna University, India

WORK HISTORY

CUSTOMER SUPPORT ASSOCIATE

INTELENET GLOBAL SERVICES, Bangalore, India– Jan 2016 to Feb 2018

- Answering customer inquiries via phone in a timely and professional manner.
- Resolving customer complaints and issues with tact and diplomacy.
- Providing product information and assistance to customers as needed.
- Ensuring customer satisfaction by providing excellent service and support.

OFFICE COORDINATOR

HI TOUCH GLOW, Bangalore, India – March 2018 to Feb 2023

- Composing and preparing correspondence, invoices, reports, and presentations, prepares minutes, and maintains appropriate files.
- Purchasing materials, services, and equipment at the request of the project personnel generate purchase orders and enter data into the accounting system
- Maintaining an accurate record for all inventory items (i.e., parts and materials).
- Compiling office billing and charge reports for use within billing software.
- Designing, developing and implementing required feedback and communication systems for field operations.
- Communicating both informally and formally in scheduled meetings with management, subordinates, and peers.
- Entering and maintaining daily backlog for billing purposes and update after billing is complete

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars

NIRMAL RAJ ANIL