



ANANTHU A R

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OBJECTIVE

To secure a position in the corporate sector where I can apply my skills and experience and be part of a team that helps to achieve the organization's success. Self-motivated and detail-oriented individual, Known as a problem solver and negotiator working with diversity of people. Proficient in many software applications used in day-to-day business operations skills

SKILLS

- Computer proficiency
- Ms office/excel, power point, word
- CNC machine operator & CNC programmer
- DGD/Adobe Photoshop & Illustrator
- Internet related operations
- Art cam software
- Coral draw

INTERESTS

- Sports
- social media
- Travel
- Learning Languages
- Dance
- Making Music

LANGUAGE

- English
- Malayalam
- Hindi
- Tamil

EDUCATION

2017-2020

Kerala University

KNM Arts and Science College kanjiramkulam Trivandrum
BA ENGLISH AND COMMUNICATIVE ENGLISH

2015-2017

Higher Secondary Education

New Higher Secondary School Nellimoodu Trivandrum

EXPERIENCE

May 2023 -

September 2024

DATA ENTRY OPERATOR & RECEPTIONIST

Innovative nonwoven solutions.L.L.C-Ajman U.A.E

- Scanned documents and saved in database to keep records of essential organizational information.
- Entered numerical data into databases with speed and accuracy using 10-key pad.
- Completed data entry tasks with accuracy and efficiency
- Coded and processed applications into required electronic formats.
- Produced monthly reports with advanced Excel spreadsheet functions.
- Communicated with supervisors and colleagues to process data quickly and resolve discrepancies.
- Entered data into various computer systems accurately using Microsoft Office Suite.
- Process invoices and ensure timely payments.
- Greet and assist visitors, clients, and staff in a professional manner.
- Answer and direct phone calls, taking messages when necessary.
- Schedule appointments and coordinate meeting.

December 2021 -

MAY 2023

CNC MACHINE OPERATOR & PROGRAMMER

AR DIGITAL CNC WOOD CARVING WORK-Trivandrum,india

- Designed projects within various CNC drafting software titles.
- Analyzed job orders and performed necessary calculations while modifying existing programs for increased efficiency.
- Worked closely with clients to establish specifications and system designs
- Collaborated with engineering team to optimize CNC machining processes.

ACHIEVEMENTS & AWARDS

Certificate in word processing and Data Entry

1 Year Experience certificate as Data entry operator in innovative nonwoven solutions llc Ajman. U.A.E

ADDITIONAL SOFTWARE SKILL

ARTCAM 2009,

ORION 2007,

VISA STATUS

VISIT VISA

01/11/2024 TO 30/12/2024