**Anel K Thomas**

***Contact Information:***

* Email: anelkt8055@gmail.com
* Phone: +971565722131

***Personal Details:***

* Visa Status: Visit Visa (till 29/09/2024)
* Nationality: Indian
* Date of Birth: 23/12/1997
* Location: Deira, Baniyas Square, Dubai, United Arab Emirates

***Summary:***

Enthusiastic and experienced office assistant with excellent interpersonal and communication skills. Skilled at managing multiple tasks in a busy office environment.

***Education:***

**Master's Degree in Economics**

Government College Kattappana,,M.G. University Kottayam (2019-2021)

* CGPA: 3.76

**Bachelor's Degree in Economics**

K.E College Kottayam,M.G. University Kottayam (2016-2019)

* CCPA: 8.31

***Achievements:***

MOS Excel Certification (2024)

***Work Experience:***

**Office Assistant**

St. Mary's Central School, Rajakumary, Kerala (2021-2024)

* Managed multiple tasks in a busy office environment
* Maintained office equipment and performed preventive maintenance
* Led, mentored, and managed a high-performing team

**Hostel Warden**

St. Mary's Boys Hostel, Rajakumary (2022-2024, part-time)

* Created and managed the Hostel Budget
* Maintained resident documents and supervised repair requests
* Supervised the operation and administration of the residential hostel

**Community Support Advocate**

PRAYAAS CSI Delhi-NGO (2020-2021, part-time)

* Connected members of the community to resources and services during the Covid-19 period
* Worked with local organisations to address medicinal needs

***Skills:***

* Multitasking
* Customer Service
* Public Relationship
* Interpersonal
* Leadership
* Working in busy environment
* Working under pressure
* Documentation
* Communication Skills
* Accounting
* Organisational Skills
* Microsoft Excel

***Languages:***

* English
* Malayalam
* Tamil
* Hindi

***Areas of Expertise/Qualifications:***

* Master's Degree and Bachelor's degree in Economics
* 3 years of experience
* Strong understanding of organisational, finance, and management principles
* Exceptional maths skills and strong working knowledge of Computer
* Excellent attention to detail and data analysis skills
* Excellent communication skills, both written and verbal
* Proficiency with computers, especially bookkeeping software, MS Word & MS Excel