**Anas KM**

**Career Objective**

Commerce graduate with master degree in Anthropology looking for a position in a field where I can utilise my skills, put my learning into practice and make a contribution. I am eager to learn, and excited about beginning my career in this social establishment.

**Education**

**MA in Anthropology**

Madras university

Chennai

Major : cultural anthropology

Graduated :2015 with first class

**Bachelor of Commerce**

University of Calicut
Major: accounting with computer applications
Graduated: 2011 with second class

**Diploma in computer application** – 2012

First class,

Major: Microsoft Office

**Key Skills**

**Communication and teamwork**
Able to communicate effectively in a professional business manner and as a member of a team. Strong written and verbal communication skills acquired through study and work. Ability to understand, co-operate and co-exist with people from different parts of society.

**Enthusiastic, hard-working and eager to learn**
Reliable and trustworthy, with a strong work ethic and values. A high achiever;

**Technical skills**
Strong technical proficiency in Microsoft Office 2010 (Excel, Access, Word, PowerPoint), with experience in office works.

**Language skills**
Fluent in spoken and written English.

Arabic – Basic Read and write.

Hindi- Basic read and write.

**Experience**

**Currently; Sales assistant**

Responsibilities:

* Greeting and engaging customers entering the station.
* Be involved in stock control and management.
* Being responsible for processing cash and card payments.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.

**2011 to 2013 - worked as sales cum office assistant in DC BOOKS INDIA P LTD**
Responsibilities:

* Achieving daily and monthly sales target.
* Pursuing customers and induce them to reach buying decision.
* Organizing and conducting book festivals and shows.
* Reporting and uploading daily sales reports to head office.
* Checking product quality and stocks
* Place order for new stocks and new arrivals.
* Liaising with management to ensure achievement of daily targets
* Maintaining daily records of attendance, sales, cash flows and stock.
* Remitted cheques and cash to the bank

**Interests**

Cinema, books and distant travels

**Job Seeker First Name / CV No: 1800660**

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