

**Anarkali**

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**career objective**

To obtain a position that will utilize my skills, educational background and ability to work with other people and professional and personal grow up inside of a company where I can share and apply my knowledge, abilities and expectations, through team work for achieving the company objectives.

**Career History**

* **Emirates germany pipes industries (Jan. 2016 – Present) *Al ain, Uae***

***Secretary cum Receptionist***

***Duties and Responsibilities***

* Making sales Invoice/delivery notes and customer balances report.
* Ensure all hard copies of documents are filed correctly and maintain electronic copy for the same for the easy retrieval by the project team.
* Prepare periodic report for submittals required BY QA.
* Maintain and updates the filing key and ensure that all procedures are strictly followed.
* Organizes all files and records in database and outlook express folders.
* Receive and screen visitors and telephone calls; schedule appointments. Checks, sort and distributes mails and faxes to concerned person.
* Send inquiries to the suppliers as well as LPO’s.
* Receiving, verifying and acquiring approval for employee’s requests and applications.
* In charge of drafting contractual letters, memos, organizing office events and dealing with staff request for annual leave/ emergency leave/sick leave.
* Archiving data’s as required.
* Provides list of pending inquiries to Manager on weekly basis for their information and action.
* **Red cherry Marketing management (Sept.2013 – Nov. 2015) *Al Ain, UAE***

***SALES Executive***

***Duties and Responsibilities:***

* Explain and demonstrate method services to encourage customers to buy products and use services.
* Identify qualitied customers to offer them addition information about the product and services.
* Create a positive image and lead consumers to use products.
* Use lectures, films, charts, and/or slide shows.
* Distribute product samples, brochures etc. to source new sales opportunities
* Report on demonstration related information interest level, questions asked, number of samples/flyers distributed etc.).
* Maintain and updates the sales report to Manager on daily basis.
* Able to communicate effectively with senior level executives and managers.
* Excellent communication & presentation skills.
* **Natural institute for social welfare,Odisha *(Apr. 2010 - Mar. 2013) INDIA***

**Project Name: Swadhar Shelter Home cum Help Line Project (Funded By Govt. Of India**

**Department of W&CD)**

***Office Assistant CUM ACCOUNTANT***

***Duties and Responsibilities:***

* Established and maintains the files, records, correspondences received from the clients, contractors and others.
* Prepare Quotation as per the client’s Inquire.
* Answering telephone calls handling in appropriate manner.
* Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
* Prepared organized paper work and other materials as needed for meetings, conferences, travel arrangements and expenses reports.
* Maintained office scheduling and event calendars.
* Collected and coordinated the flow of internal and external information.
* Placing and expediting orders, verifying receipt, stocking items delivering supplies to work station.  
  Responsible to get repair the equipment in case of not working.
* Creating invoices, filing receipts and dealing with all financial documentation.
* Performs other tasks assigned by manager from time to time.

**Areas of Expertise**

* Proficient in MS Office Package (MS Word, MS Excel, Power Point, Access), Outlook Express, ***Vision Pro*** and Internet Application.
* Exceptionally well-organized, strong work ethics and willingness to work hard to achieve employer objectives.

**Keys and Strengths**

* Outstanding communication and written skills.
* Good presentation and organization skills.
* Self-motivated and good motivator.
* Good knowledge of clerical work.
* Professionally trained.

**Academic Qualification**

* North Orissa University, India - Bachelor of Science in CBZ

**Computer Skills**

* TALLY 9.0/ 7.2, 2010 (with “A” grade).
* Skill Development training programme, 2009 (with “A”grade).

(Trained Basic knowledge of IT skill and soft skill)

* Post graduate diploma in computer application, 2008(with “A”grade) MS Office (Word, Excel, power point)
* DBMS Concept & MS Access
* Internet & HTML
* Project using MS Access
* Ms outlook
* C & C++
* Visual Basic (project using Visual basic)
* Have a sound knowledge in photo shop.

**Languages:**

Odia, English & Hindi/Urdu: - Fluent

Arabic: - Beginner

REFERENCES: Available upon Request.