**ANAS**

**ANAS.325738@2freemail.com**

CAREER OBJECTIVE

To achieve a position, which delivers all round satisfaction, by scaling the heights of professional life through consistent and innovative performance adding value to the organization using my skill and ability through a challenging and growth oriented position with an opportunity for rapid advancement and promotion.

PROFESSIONAL EXPERIENCE

7 OCEANS TRADING AND CONTRACTING W.L.L, Doha, Qatar

*Administrative Assistant/ Sales Executive (DEC 2013 – JUN 2016)*

* Use an effective approach to handle special telephone tasks like call transfers, taking messages, call backs, holds, interruptions, and unintentional disconnects.
* Handling information requests and performing clerical functions, receiving guests, preparing correspondences and scheduling meetings.
* Operate personal computer to enter data, draft, edit, revise, and print letters as well as conceive tables, and other materials.
* Involved in all administrative activities Filing, Typing, Managing office needs, sending and receiving faxes, e-mails and taking messages and make sure to follow up on pending tasks.
* Prepare photocopies and facsimiles as well as operate a variety of office equipment.
* Team support with a demonstrated ability to improve procedures and meet demanding deadlines.
* Lead the day to day operations and to foster a positive & open work environment.
* Perform miscellaneous job-related duties as assigned.
* Create invoice, delivery note, quotations and file them
* Sending and receiving materials by making sure everything is same, both brand and quantity
* Inspection of materials as per requirements

ACON TRAVELS AND TOURS, Kerala, India

*Administrative Assistant / Accounts Management (DEC 2011 – NOV 2013)*

* Answer telephone enquiries from customers, attend to visitors and assist other staff in the organization with their enquiries
* Create and modify documents using Microsoft Office
* File papers and documents
* Provide information to internal colleagues or external enquirers
* Plan and organize meetings and events
* Monitoring stationary levels and ordering office supplies
* Using office equipment such as printers, photocopiers
* Receiving and processing all invoices, expanse forms and requests for payment
* Prepare financial documents such as invoices, bills, account receivable, accounts payable, purchase orders, payroll, reports, and other financial records for entry into computer software ( TALLY )

DODGE BUSINESS GROUP, Kerala, India

Business Development Executive (JUN 2010 – NOV 2011)

* Responsible for choosing the staff for each trade show booth and monitoring all activity at each booth.
* Introduced the sales department to four of the largest ongoing sales agreements the company has ever seen.
* Responsible for creating a network of professional contacts that consistently resulted in solid referrals.
* Responsible for developing a strong professional network and utilizing that network to bring in new business referrals on a regular basis.
* Maintained a strong network of business contacts that grew significantly with each trade show.

**AREA OF INTEREST**

Administration - HR - Sales - Marketing - Logistics

STRENGTHS

* Keen to Learn, Positive Attitude, Cooperative and Friendly
* Dedicated, Fast learner and hardworking
* Creativity, Team Spirit, Leadership Qualities and Well Organized

EDUCATIONAL QUALIFICATION

PROFESSIONAL QUALIFICATION

* Diploma in Business Accounting, Account Training Institution (ATI )

Modules includes: - Preparation of primary Books and Ledger, Finalization and Inventory Management, Maintenance of various Registers, Bank Reconciliation, e-filing, Taxation –Basics, Computation and Filing, Tally 9.0 & Peachtree

* IATA/ UFTAA, Akbar Academy of Airline Studies

*The Business Environment of the Travel and Tourism Industry, Geography in Travel Planning, Travel Formalities, Land Transport (Rail), Land Transport (Car and Camper), Hotels, Water Transport (Ferry), Tour Packages, Air Transport Essentials, Customer Service, Technology in the Travel Industry, Air Fares and Ticketing, Electronic Booking Tools*

ACADEMIC QUALIFICATION

2013-2016\* : Post Graduation (MBA)HR,Sikkim Manipal University DE\*, India

2008-2011 : Graduation (BA Functional English) Calicut University, Kerala, India

2006-2008 : Pre-Graduation (12) Board of Higher Secondary Examination, Kerala, India

COMPUTER SKILLS

* Computer literacy and good typing skills
* Good Knowledge with Microsoft Office
* Good Knowledge of internet and E-Mail
* Familiar with Adobe Photoshop

I consider myself familiar with MBA (HR) and Diploma in Business Accounting aspects. I am also confident of my ability to work in a team. I hereby declare that the information furnished above is true to the best of my knowledge