ANUSHA

Email: [anusha-335097@gulfjobseeker.com](mailto:anusha-335097@gulfjobseeker.com)

Career Objective

To obtain a career that is challenging with bright prospects and work environment that provides opportunities to work at the lead edge software technologies to learn, to innovate and to feel the satisfaction of mutual success.

Professional Experience

* + - * Over 2 years of work experience in UAE in accounting and Administrator(Dubai)
* Worked as Administration Coordinator Indian School of Business (ISB), Hyderabad, India from(Dec 2015 – Nov 2016)
* Worked as Administrator **Kolors Health Care India Pvt. Ltd.** Hyderabad, India from

(Apr 2015-Nov 2015)

Academic Qualifications

**Bachelor of Engineering in Computer Science,** Mallareddy College of Engineering, Affiliated to Jawaharlal Nehru Technological University, Hyderabad, India. Academic year: 2011-2015, Percentage of Marks: 66.11%

Experience Summary:

**Employment:** **in Duba**i, UAE

**Duration:** March 2017 to Jan 2019

**Role/Designation:** Accountant &Admin Coordinator.

**(**March 2017 to Jan 2019) Accountant Cum Administration coordinator (Reporting to Manager)

* Generating customer payment invoice using MATRIX s/w.
* Maintaining the office accounts of receivables& payables,follow up customer outstanding payments.
* Preparing monthly salary sheets of employs WPS process, distribution of salaries& pay slips.
* Maintain the customer records based on daily, weekly and monthly payments.
* Assist the clients in finding package charges, booking arrangement, rearrangements and cancelations.
* Oversees and ensures that the office administrative functions of the organizational unit to which assigned are effectively carried out.
* Schedule and Organize meetings.
* Performs difficult, complex, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to the department or unit to which assigned.
* Followed up renewal license of company vehicle.
* Followed up repair and maintenance of company vehicles
* May supervise staff, including determining workloads and schedules, evaluating staff performance, providing training and making hiring, promotion and disciplinary recommendations.

**Employment:** **IBM India Pvt. Ltd.** Hyderabad, India

**Duration:** Dec 2015 to Nov 2016

**Role/Designation:** Technical SupportEngineer

**Client:**  Indian School of Business (ISB), Hyderabad, India

**Indian School of Business (ISB in India) from December2015 – November 2016. Technical Support Engineer(Reporting to Team lead):**

* Responsible for handling of Business school IT software and hardware account.
* Responsible for installation and troubleshooting of Windows 7 & Windows 8 OS and software applications.
* Responsible to provide technical assistance to students, faculty & school administrative staff.
* Handling of incoming incidents via phones and emails effectively.
* Diagnosing and resolving a wide range of technical issues over the phone.
* Escalating calls and issues where necessary to senior management and team leaders.
* Responsible to update all ticket logs and submitting them to management on timely basis.
* Responsible to log tickets on respective issues and follow up for the quick resolution.
* Prepare the Daily and Monthly Summary Reports based on respective tickets.
* Receives and screens visitors and telephone calls requiring the use of judgment and the interpretation of policies, rules, procedures and ordinances.
* Prepares correspondence, reports, forms, vouchers, work orders, and specialized documents related to the organizational unit to which assigned from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental policies, formatting, and correct English usage, including grammar, punctuation, and spelling.
* Performs other duties of a similar nature or level.
* Checking and making reports of management request.
* Investigating the issues and incidents.
* To implement emergency and incident procedures whilst on duty and to keep a clear concise written record of events.

**Employment:** **Kolors Health Care India Pvt. Ltd.**Hyderabad, India

**Duration:** Apr 2015 to Nov 2015

**Role/Designation:** Administrative Officer

**Kolors Health Care India Pvt. Ltd)(In India) from April 2015 – November 2015.**

**Administrative Officer (Reporting to Manager)**

* Technical support with hardware and software installations through remote desktop access.
* Experience in software applications such as Ammyy Remote Software andAnyDesk.
* Technical support for all internal and external users for all PC software Installations and performing & ensuring proper installation of operating systems, and appropriate software’s installation set up.
* Experience in installation of Windows 7 and Windows 8 OS and software applications.
* Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
* Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.
* Provides information by answering questions and requests.
* Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
* Maintains professional and technical knowledge by attendingworkshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Contributes to team effort by accomplishing related results as needed.
* Reviewing and approving payables
* Followed up renewal license of company vehicle
* Followed up repair and maintenance of company vehicle
* Assists office staff in maintaining files and databases, Prepares reports, presentations, memorandums, proposals and correspondence.
* Assigns jobs and duties to office staff as needed
* Schedules appointments and meetings for executives and upper level management.
* Tracks office supply inventory and approves supply orders
* Supervises all administrative personnel, administer employment agreements, verify the reports.

Professional Skills

Operating Systems : Windows 7 & Windows 8

Microsoft Office : Word, Excel and PowerPoint

Personal Snippets

Name : Anusha

Date of Birth : 30 November 1991

Marital Status : Married

Nationality : Indian

**Declaration:** I hereby declare that the above written particulars are correct to the best of my knowledge and belief.

Date: 17/06/2019

***(Anusha)***