**CURRICULUM VITAE**

**ANU**

Kollam

Email: anu.337067@2freemail.com

|  |  |  |
| --- | --- | --- |
| ***PERSONAL DETAILS:*** |  |  |
|  |  |  |
| Sex | : | Male |
| Age & Date of Birth | : | 26 **&** 19-11-1988 |
| Marital Status |  | Single |
| Nationality | : | Indian |
| Religion | : | Christian |
| Languages Known | : | English, Malayalam, Hindi & Tamil |
| Passport No | : |  |
| Passport expiry date | : | 05/01/2021 |
| Passport place of issue | : | Trivandrum |

***CAREER OBJECTIVE:***

To work in a healthy environment and contribute towards the organization’s success.

***ACADEMIC QUALIFICATION***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Degree/ Course*** | ***Specializati*** | ***School / College*** | ***Board /*** | ***Year of*** |
| ***Studied*** | ***on*** |  | ***University*** | ***Passing*** |
|  |  |  |  |  |
| M.COM | General | ***Distance education*** | Madurai Kamaraj | ***pursuing*** |
|  |  |  | university |  |
|  |  |  |  |  |
|  |  | Asan memorial college of Arts |  |  |
| B.COM | General | and science | Madras university | 2010 |
|  |  | Chennai |  |  |
|  |  |  |  |  |

**ADDITIONAL QUALIFICATION**

1. **TALLY**
2. **PEACH TREE**
3. **DAC EASY**
4. **MS.OFFICE**

***EXPERIENCE***

 **1 YEAR EXPERIENCE IN RELIANCE BPO AS CUSTOMER SERVICE EXECUTIVE (RBPO, 7TH**

**FLOOR, TOWER BCHENNAI 600058)**

 **2 YEAR & 2 MONTH EXPERIENCE IN KINGDOM OF SAUDI ARABIA( BARAKAT AL RIYADH**

**FOR SHIPPING AND FREIGHT FORWARDING AS OPERATION COORDINATOR ) .**

**WORK DUTIES:**

* **MONITORING IMPORT, EXPORT , CUSTOMS CLEARANCE, EX- WORK & TRANSPORTATION PROCEDURE**
* **PREPARE DOCUMENTS FOR IMPORT & EXPORT CLEARANCE**
* **PROVIDING QUOTATION TO THE CUSTOMER & SEEKING APPROVAL**
* **INVOICING TO CUSTOMER**
* **ENSURING CUSTOMER SATISFACTION**

 **BOOK KEEPING AND ASSISTING INTERNAL AUDITING**

***PROFESSIONAL SKILS***

1. Able to work stressful condition
2. Good communication skills
3. Ability to adapt with new emerging technologies
4. Quick learning capability
5. Willingness to take challenges

**DECLARATION**

I hereby declare that all the above furnished details are to the best of my knowledge, belief and information

Yours sincerely Anu