**ANEESHA**

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**OBJECTIVE**:



|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Dedicated | | | and motivated | MBA | graduate *s*eeking | to apply my | abilities | to |
| the | position | | which offers | growth | opportunities and | allows me to | utilize | my |
| academic skills. | | | |  |  |  |  |  |
| **EXPERIENCE:** | |  |  |  |  |  |  |  |
| **Present Job title :** | | | **Branch In charge, Abu Dhabi** | | |  |  |  |
| **Company** | **:** | | **Quality Care LLC.** | | |  |  |  |
| **Duration** | **:** | | **March 2017 to till date** | | |  |  |  |
| **Job Title** | **:** | | **Administrative Assistant.** | | |  |  |  |
| **Company** | **:** | | **Quality Care LLC.** | | |  |  |  |
| **Duration** | **:** | | **December 2016 to March 2017.** | | |  |  |  |

**Responsibilities:**

* Increasing brand awareness for the company within the community.
* Interacting with customers on a regular basis to ensure satisfaction and gain useful feedback.
* Resolving customer problems as needed.
* Complying with all applicable laws and regulations for the industry within state.
* Drafting forecasts and business plans.
* Responsible for preparing schedules.
* Managing budgets, allocating branch funds, and defining financial objectives
* Coordinating with other branches to share knowledge, plan promotional activities, or achieve goals.
* Attending email inquiries & telephone calls.
* Performs administrative & office support activities.
* Specialized in record keeping and database management.
* Excellent support to the Managing Director, oversee calendar, meetings & appointments.
* Responsible for preparing day to day office correspondence.
* Responsible for preparing price inquiries, quotations, LPO/ Agreements, delivery order, sales invoices& supplier contract.
* Responsible for preparing reports which include After Service Report and Cleaning Certificate to be submitted to municipality.

**EDUCATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School of Management Studies, Cochin – Kerala.** | | **2014-2016** |  |  |
| Cochin University of Science and Technology (CUSAT). | |  |  |  |
|  | **MBA** in Human Resource and Finance |  | 78% |  |
| **C. E. T. College of Management, Science & Technology. 2011-2014** | | |  |  |
| Mahatma Gandhi University, Kottayam- Kerala. | |  |  |  |
|  | **BBA** (Bachelor of Business Ad ministration). | | 83% |  |
| **Model Technical Higher Secondary School, Kaloor.** | |  |  |  |
| Higher Secondary Board. | |  |  |  |
|  | Plus 1 & Plus 2. |  | 86% |  |
| **Pius Girls High School, Edappally.** | |  |  |  |
| State Board. | SSLC |  | 90% |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **ACHIEVEMENTS:** | |  |  |  |  |  |  |  |  |  |
|  | Qualified | **UGC NET** | | (University | | | Grants | Commission National | Eligibility | Test) |  |
|  | conducted | by **CBSE** (Central Board | | | | | of Secondary Education) ,Delhi, India | | | for the |  |
|  | eligibility of Assistant | | | Professor | | in the first | | attempt (July 2016). |  |  |  |
|  | **INTERNSHIP:** |  |  |  |  |  |  |  |  |  |  |
|  | **Milma** (ERCMPU), Tripunithura,Ernakulam. | | | | | | |  |  |  |  |
|  | June 2015 – July 2015(45 | | | | days). | | **Effectiveness of Training &** | | **Development** | |  |
|  |  | Conducted | | a | Study | on |  |
|  |  | for Employees. | | |  |  |  |  |  |  |  |

**PROJECT:**

**“Study on the Impact of Organisational Stressors on Organisational Commitment among IT Professionals”** (April 2016).

**“Study on Effectiveness of Grievance Settlement System”** in **Forest Industries Travancore( FIT) Ltd.** (February 2014)**.**

**COMPUTER SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
| Softwares | : MS W ord, Excel, PowerPoint, Outlook, SPSS. | |  |
| Operating | System : Windows 7, 8, 10 | |  |
|  | |  |  |
| **PERSONAL DETAILS:** | |  |
| Date of Birth | : 28 Jan 1993 | |  |
| Marital status | : Married. | |  |
| Visa Status | : Resident Visa. | |  |

Languages known : English, Malayalam, Hindi, Arabic (Read and W rite).

Address : Shabia 10, Musaffah, Abudhabi, UAE.

**DECLARATION:**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

**Aneesha .**

Place :Abu Dhabi