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| **CURRICULUM VITAE**  **ANIL**  [**ANIL.372824@2freemail.com**](mailto:ANIL.372824@2freemail.com)  photo1          **PERSONAL DATA**  Name Mr. ANIL  Date of Birth 30-11-1978  Marital Status Married  Nationality Indian  Religion Christian  Mother Tongue Malayalam  Language Known English, Hindi, Tamil  **ACADEMIC QUALIFICATIONS**   |  |  |  |  | | --- | --- | --- | --- | |  | **Institution** | **Board/ University** | **Year of Passing** | | SSLC | Metropolitan High School, Puthencavu, Chengannur,Kerala | Board of Public Examination | 1994 | | Pre-Degree | Christian College, Chengannur, Kerala | Kerala University | 1997 | | Degree in Commerce | Private Study | Mahatma Gandhi University | Course completed on 2000 |   **Computer Qualifications**  Knowledge in **DESO(data entry and software operations)** passed from **L.B.S** Kollakadavu, Kerala, India on the year 1996, and **Degree in Computer Software Applications** (including the experience in **M.S.Office)** which was passed on the year 1997 from **ET&T** computer education and training center, Chengannur, Kerala, India.  **WORK EXPERIENCE IN UAE**   |  |  |  | | --- | --- | --- | | **Designation** | **Name of the Company** | **Year of Experience** | | Office managing - Data entering, preparation of invoices, petty cash controlling & office documentation. Operational assistant of purchasing, repairing section of the automotives, Ware house supervising. Team leader of managing the employees of 30 numbers | **Golden water supplying LLC - Ajman** | 2003-2007 | | Salesman (for the diary and fresh juice products) | **Al Rawabi Diary co: LLC - Dubai** | 2008-2010 | | Sales Executive(for packing materials) | **World pack LLC - Sharjah** | 2011-2014 | |

**Holder of valid U.A.E Driving License (Light Vehicle)**

**License issued date: 06-08-2006 - Expiry date: 13-11-2026**

**STRENGTH**

* Adaptability to various situation
* Well planned and more organized
* Good authority power
* Creativity
* Patience
* Good team player

**HOBBIES**

* Traveling
* Hearing music
* Reading

**FUNCTIONAL STYLE**

Versatile soft spoken and highly motivates possess excellent interpersonal skills. Genuinely interest in the growth of people and the team thrives in an environment challenge sincere and principled organizational goals receding personal interest.

**PERSONAL PROFILE**

Born on 30th November 1978 has been brought up in an atmosphere laying strong emphasis self disciplined and self-reliance.

**DECLARATION**

I here by declare that the information furnished above is true to the best of my knowledge. I will do my very best if I placed in your esteemed company.