**ANSU**

**ANSU.373536@2freemail.com**

**Skills**

 timely manner











**Languages**







**Technical Skill**

 MS-Access, Power Point (Diploma certified)

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|  |  |  |
| --- | --- | --- |
| **Other details** | : 20th October 1995 |  |
| Date of Birth |  |
| Marital Status | : Single |  |
| Nationality | : Indian |  |
| Visa Status | : Father’s Visa |  |

**Career**Toobtain **Objective**aresponsible and challenging opportunity and being part of a progressive organization that has the vision and potentials for development, growth, and expansion and at the same time a high standard of performance and business ethics.

**Work History (1+year)**

June 2016 -

May 2017 Al**DMINISTRATIVE**ZajelRealEstate,**ASSISTANT**Dubai

* issues.

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| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  | follow-up for the renewals of tenancy contract and sending 3 |  |
|  |  |
|  |  |
|  | months notices before expiry of tenancy contracts. |  |
|  | office. |  |

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October 2015 -

December 2015 Al**DMINISTRATIVE**HajjajPestControlServices,**ASISTANT**Dubai



|  |  |  |
| --- | --- | --- |
|  | mailing, faxing and copying to management |  |
|  |  |
|  |  |
|  | enquiries |  |
|  |  |
|  |  |  |
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**Education**

|  |  |
| --- | --- |
| **2016** | **Bachelor’s Degree in Busi ess Administration** |
|  | R V V University , Mumbai, India |
| **2013** | **Higher Second ry Education** |
|  | Kerala State Board |
| **Declaration** |  |
| I hereby declare that the above stated facts are true to the best of my |
|  |  |