

**ANSU**

Email: ​ansu.380327@2freemail.com



**PROFILE**

A graduate in Computer Science and Engineering with more than 3 years of experience in back office coordination on project administration and marketing. Strong language skills coupled with computer expertise along with proven academic interest has allowed to work individually and as a team. Shows strong coordination skills, demonstrates leadership potentials, capable of meeting deadlines and building relationships with colleagues and third parties allows to contribute more to each assignment.



**ACADEMIC QUALIFICATIONS**

B.Tech in Computer Science and Engineering (2010-2014) – Mahatma Gandhi University, India



**WORK EXPERIENCE**

**Company Name:​**Manarat Al Dhaklia Trading LLC

**Designation:​**Admin and Marketing Coordinator



**Period of Work:**

November 2014 – December 2017

**DUTIES & RESPONSIBILITIES**

* Preparation of letter and email correspondences
* Arranging and Scheduling meetings with client and contractors
* Prepare Minutes of Meeting and circulate among the attendees
* Providing support to the company through both administrative and marketing duties
* Prepare presentations showcasing the company details and activities to the new customers.
* Properly maintaining the documents pertaining to office and projects.
* Prepare Quotations, LPOs and material requisition forms.
* Prepare invoices and receipts related to office works.
* Preparation of work schedules in coordination with site staff.
* Maintaining the office’s stationary, catering supplies and IT equipment.
* Involved in the typing and creation of documents as well as the processing of client information.
* Logging information on internal systems.
* Gathering useful information by phone, letter, email or in person.
* Photocopying and scanning administrative documents.





**KEY SKILLS AND COMPETENCES**

* Proofreading documents to a high standard.
* Identifying opportunities for improvements
* Excellent telephone and interpersonal manner.
* Able to efficiently work under pressure.
* Inputting date accurately and efficiently.
* Broad knowledge of MS office tools
* Excellent communication skills.



**TECHNICAL KNOWLEDGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ● | Programming Languages | **:** | C, C++, Java, HTML, XHTML |  |
| ● | Databases | **:** | MS SQL, SQL SERVER |  |
| ● | Operating system | **:** | Windows XP, Windows Vista, Windows 7, |  |
|  |  |  | Windows 8. |  |
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| **PERSONAL DETAILS** |  |  |  |
| ● | Nationality | **:** | Indian. |  |
| ● | Date of Birth | **:** | th ​ |  |
| 31​ January 1992. |  |
| ● | Sex | **:** | Female. |  |
|  | Marital Status |  | Single. |  |
| ● | Languages | **:** | English (Read, Write & Speak). |  |
|  |  |  | Malayalam (Read, Write & Speak) |  |



**DECLARATION**

I ​**Ansu** hereby declare that the above mentioned information is true to the best of my knowledge.