

**ANIL**

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| **anil.384915@2freemail.com** |

**OBJECTIVE**

**I am seeking position that is suits my skills in professional environment. Aspiring to be a member of a dynamic and reputable organization, attentively geared towards the principle of career development and success for the company as a whole.**

**skills**

* **Tolerant & Patience.**
* **Perform well under pressure.**
* **Can work individually or with a team.**
* **Interactive.**
* **Positive attitude with excellent time management and multitasking skills.**
* **Demonstrated strong commitment towards safety.**
* **Exemplary communication, networking and relationship building skills acquired from life experience and integration with people from all over the globe both in business and personal life;**
* **As a treasurer of my training and working, I have gained a great deal of experience at solving problems in teamwork.**
* **In addition, I have gained the ability of Searching and finding solutions reaching to compromises between my company and the clients.**

**Experience**

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| **june 2014 - TILL now****Working as an Administrative Assistant from June 2014 to till date.*** **Prepare the time sheet for staff.**
* **Preparing the daily man-days for clients.**
* **Contact with HR for Staff Documents.**
* **Prepare, check and approve all the daily reports and monthly reports.**
* **Answering and forwarding the phone calls.**
* **Provide Basic and accurate information in-person and via phone/ email.**
* **Proactively identifies and solve problems and areas of concern.**
* **Complete office and administrative duties carefully, and in a timely fashion.**
* **Ensure proper completion and timely submission of all reports.**
* **Ability to communicate and work with groups and provide necessary instruction to campers and staff.**
* **Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.**
* **Ability to safely and properly operate office equipment.**
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| **sep 2011 – aug 2013****Worked as a Material control supervisor at ECOLOG/ FLOUR in Afghanistan.*** **Maintain warehouse facility with proper storage to assure adherence to safety and other military guidelines directed by company.**
* **Receive and document inbound and outbound support materials with accurate inventory and procedural requirements.**
* **Perform proper packing and adequate shipment to ensure quality delivery of material**
* **Perform cycle counting and/or annual physical inventories using inventory system reports, inventory location software like Maximo and Mat man and count sheets in order to ensure inventory accuracy.**
* **Issuing of materials to needed customers with service orders and issue tickets**
* **All Shortage, Overage and Damage (OS&D) reporting and taking appropriate measures on that.**
* **Conducting periodic inventory, LOTD and other related activities of US government property on site and reporting same in the system software as well as chain of command**
* **Logistics and transportation operations for the materials**
* **Container management including periodic inspection, inventory, custodian changes, movement documentation, placard, signage as required, internal storage planning and storage safety.**

**may 2008 - april 2011****Worked as a Cashier in HOTEL PANCHARATNA at Mumbai.****march 2007 -february 2008****Worked as a Counter Cashier in HOTEL NEW CASTLE at Mumbai.****june 2006 –jan 2007****Worked as a CASHIER IN HOTEL TANGY TAMARIND AT MUMBAI.*** **Knowing all the details of the ongoing sales, discounts and promotion offers.**
* **Counting out the exact change and giving the customer a correct legitimate receipt for their purchases.**
* **Patiently handling the customer queries.**
* **Issue singed money receipt to the customer.**
* **Generate daily collection report at the end of every working day and reconcile the same with physical cash/cheque/demand draft.**
* **Deposit the day’s collection in the revenue account maintained with the nearest bank by next morning.**
* **Prepare separate deposited slip/challan for cash and cheque/demand draft.**
* **Maintain a register for bounced cheque and inform the immediate supervisor if the cheque**

**Is dishonored.*** **Quick and accurate billing so that the customers do not have to stand waiting for their turn, for a long time.**
* **Performs general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.**
* **Works effectively and maintain good working relations with co-workers, customers, and Food Service Supervisor.**
* **Maintains clean and safe work environment; ability to perform job safely.**
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**Education**

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| **October 2004****Diploma in office automation,** Om computer institute Mumbai.**May 2000-2002** **PUc - Government pre univercity college,** muniyalu, karnataka board.**Arts / english – socialogy, history, economics and political science.****May - 2000****sslc – government secondary education examination board,** jyothi high school, karnataka.**english, HINDI, kannada, MATHS, SCIENCE AND sOCIAL SCIENCE.** |
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**Languages**

* **English, Hindi, Kannada and Konkani.**

**PROFILE – PERSONAL DETAILS**

* **DATE OF BIRTH: 12.03.1985.**
* **NATIONALITY: INDIAN.**
* **GENDER: MALE.**
* **STATUS: MARRIED.**

**COMPUTER SKILLS**

* **Well versed with Windows, MS-Word, MS-Excel, MS-Power Point, MS-Outlook and Internet Mailing and Other internet Facilities.**
* **Flexible to work with ERP, MAXIMO software.**

**OTHER CERTIFICATE TRAININGS COMPLETED**

* **Fire warden, Evacuation and Extinguisher Safety training.**
* **Hazardous waste accumulation point training.**
* **Employee timesheet approver training.**

**DECLARATION**

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

 Yours Truly,

  **ANIL**