**ANJANA**

**Dubai, UAE**

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| **DOB** | **: 04/06/1992** |
| **National** | **: Indian** |
| **Email** | **:** **anjana.363058@2freemail.com** |
| **Visa** | **: Visit Visa** |
| **Marital status : Single** |
| **Passport no** | **: K 6240159** |
| **Languages** | **:English,Hindi,Malayalam&Tamil** |
| **Known** |  |

***Adminstrator & Customer Service Executive .***

**Profile** **Administrative support professional** offering versatile office management skills and proficiency inadministration tasks. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

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| **Education** | ***Bachelor of Science in Psychology*** *(Alaggappa University, 2013)* |  |
| **Key Skills** | **Office** | *Office Management* | *Spreadsheets/Reports* | *Front-Desk Reception* |
|  | **Skills:** | *Records Management* | *Event Management* | *Executive Support* |
|  |  | *Database Administration* | *Calendaring* | *Travel Coordination* |
|  | **Computer** | *MS Word, MS Excel, MS* |  |  |  |
|  | **Skills:** | *PowerPoint, Outlook* |  |  |  |

**Areas of interest**

Administrative Section.



HR department.



Front Office.



Financial Accounting.



Meeting arrangements and Presentation.



Customer service

**Experiences**

o **IT CO-ORDINATOR**:***17thJanuary to 16thNovember 2016***

o **M/s. ASTER PHARMACIES GROUP L.L.C ,DUBAI , U.A.E**

*Aster Pharmacies Group is one of leading company in UAE the company have 200 branches in UAE. The Company has several Excellency awards based on their performance.*

**Highlights:**

 Telephone calls handling.

 Familiar with Sales and Purchasing related operations.

 Customer Relations and handling clients for the different types of services.

 Maintaining proper records of incoming and outgoing correspondence and filing documents.  Documentation regarding Sales and Purchase.

 Was in charge of Data Entry, Billing , System Maintenance.

 Carrying out administrative tasks that are assigned by those in charge.



1. **ADMINISTRATIVE & ACCOUNT ASSISTANT**: ***17th* *September 2014 to 25th***

***Novembor 2015.***

O **ZAIN MOTORS,INDIA**

*Zain Motors is one of the dealer of BAJAJ Two and Three Wheeler. The Company has several Excellency awards based on their performance in the market.*

**Highlights:**

 Checking the purchase order in our internal system and maintaining the log of incoming and outgoing of the goods.

 Recruitment of the staffs (conducting interviews)and training them.

 Make sure all goods are received as per the invoice and packing list.

 Obtaining the quotation from agents and submitting for approval of Manager.

 Planning and monitoring the storage, delivery and dispatch of orders.

 Coordinating with the store on stock delivery and payment.

 Prepare and coordinate management conferences and meetings.

 Prepare presentations for meetings.

 Providing administrative support for all aspects of general office management.

 Maintain all filing system, prepare official documents.

 Receive emails and respond to them appropriately.

 Prepare invoices and other required documents.

 Manage office maintenance and supplies, and all other administrative tasks and Tele sales.  Counseling customers and Administrative works .

**Skill sets**

 Training and organizing skills.

 Analytical and good presentation skills.



Communications Analytical convincing skills.



Good team leader Hard working,.



Good presentation skill and Positive attitude.

**Extra curricular activities**



Contemporary and classical dancing, Wall painting.



An active participant in Shuttle Badminton.



An active participation in state school level cooking competition.



**Declaration**

*I hereby declare that the above information is true and correct to the best of my knowledge and nothing has*

*been concealed or distorted.*

Place: Dubai

Date: 15-2-2017 **ANJANA V**