

CURRICULAM VITAE

ANJU OMANAKUTTAN

Admin cum Receptionist/Assistant Accountant

United Arab Emirates, Dubai,



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SUMMARY

To acquire a definite position in the organization where I can utilize all my capabilities and skills to help it to achieve its vision and objectives, and utilize the opportunities for further learning and career development.

PROFESSIONAL EXPERIENCE

Muthoot Honda-Sales Executive - Jan 2018-Dec 2020

Duties & responsibilities

- Coordinate sales team by managing schedule relevant information
- Respond to complaints from customers provide pre sales support
- Liaising with staff in other department and with external contacts
- Maintain accurate records
- Inform to clients of unforeseen delays or problems
- Documentations and clerical work
- Answer customer telephone calls regarding existing accounts
- Explain charges on their bills and process payments

SKILLS

- ✚ Communication skill
- ✚ Problem solving ability

- ✚ Fast learner
- ✚ Effective listening skill

COMPUTER SKILL

- MS office- word, Excel & PowerPoint
- Tally

LANGUAGES

- ✚ English
- ✚ Hindi
- ✚ Malayalam

ACADEMIC QUALIFICATION

- Bachelors of Commerce (B.com) : University of M.G, India
- Higher Secondary School : Public Examination Government of Kerala

PERSONAL INFORMATION

- ✚ Date of birth: 30th July 1996
- ✚ Marital status: Single
- ✚ Visa status : Visit (18th July 2021)
- ✚ Nationality : Indian

REFERENCES

- ✚ References are available upon request