

# ANU S

Sharjah

Email: anusasi06@yahoo.in

Phone: +971559416277

## WORK EXPERIENCE

- **Office assistant , Seven Seas Hi Tech Systems, , India**(Dec 2018 to Oct 2019)
- **Receptionist , City Hospital at M.G Road, Ernakulam., Ernakulam, India**(Apr 2017 to Dec 2017)
- **Senior Tele Sales & Service Associate Executive, Matrimony.Com Ltd,, , India**(Mar 2011 to Nov 2016)
- **Front Desk Operator, HDFC Standard Life Insurance Company, Alappuzha, India**(May 2006 to Sep 2010)
- **Data Entry Operator, Trendz IT Solutions, Alappuzha, India**(Jun 2004 to Jun 2005)

## EDUCATIONAL BACKGROUND

- **Kerala University, , Bcom, 2004,**

## SKILLS

- **good communication skills**
- **tally**
- **ms office**

## PERSONAL BACKGROUND

- **Birthday: - 1984-04-16**