

CURRICULAM VITAE



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Career Objective

To obtain a challenging career and excel as a quality professional in a highly challenging and stimulating environment where I can use my skills and knowledge in line with the institution's goal and vision.

Work Experience

ADMINISTRATIVE OFFICER UAE

❖ **LINCLON UNIVERSITY OF BUSINESS AND MNAGEMENT (2019 TILL DATE) Enrollement officer**

- ✓ **Mangaing to get enrollement to the centre for MBA Courses**
- ✓ **Making cold calls on marketing leads, and convencing the propsects to vist our centre and give presentation and getting enrollemt**
- ✓ **Over all maitining data base and trying to get refrell through exestinng students**
- ✓ **Handling coperate cilents setting up marketing strategies to generate more business trough coperate deals.**

EXECUTIVE ASSISTANT

❖ Execute Assistant to Professor Amol Muley

Liberation Coaches Pvt, Ltd. [Dec. 2017 to 2018]

- ✓ Managing Professor Amol Muley Business Calendar
- ✓ Coordinating with clients over the phone and email to fixed business appointment
- ✓ Sending travel acquisition request to the client for the travel plan for business visit
- ✓ Handling merchandising of DVD's and books of Professor Amol Muley
- ✓ Overall doing end to end coordination and sales marketing to generate revenue to the company

ADMIN & PRO EXECUTIVE

❖ Admin cum Accounts cum PROExecutive

SHARJAH SAIF-ZONE AIRPOR AUTHORITY (APRIL 2014-AUGUST 2016)

Responsibilities as Document Controller,

- ✓ Ensuring timely correspondence of documents to all concerned.
- ✓ Ensuring accuracy of dispatch documents
- ✓ Presentation and filing of documents
- ✓ Ensuring maintenance of records in both hard and soft copy

Responsibilities as Admin & Pro

- ✓ Scrutiny of export shipments
- ✓ Assigning duties to workforce
- ✓ Monitoring and supervising workers
- ✓ Grievance redressal
- ✓ Monitoring & Recording Overtime Schedule.
- ✓ Handling office petty cash and managing office expenses'
- ✓ Coordinating with the head office staff, in terms of account, audit.
- ✓ Handling all the pro activity for renewal of license ,agreement, passport and visa
- ✓ Arranging ticket visa, and other requirements for new employee for the company
- ✓ Over all managing the day to day activity with the best ability to serve the company.
- ✓ Keeping a record of leave ,attendance and salary distribution and over time.

❖ BUSINESS DEVELOPMENT EXECUTIVE

PIONEER DIGITAL (2012 to2013)

- Servicing the existing business clients
- Generating more business to the company with the best competencies
- Establishing the brand presence in the market with best marketing strategy

❖ **BPO CALL CENTER SR FINANCIAL ADVISOR**

**CALL CENTERS IN MUMBAI (OCWEN,CHASE, 3G, ZENTA, AMEX)
(From 2002 to 2011).**

Responsibilities as SR FINANCIAL ADVISOR,

- ✓ Collecting on bad debts(unsecured collection)
- ✓ Adhering to fair debt collection practices act at all times.
- ✓ Achieving timely goal with all the parameters in place.
- ✓ Helping card members activate their cards and provide world class customer service.
- ✓ Also doing up Selling product like insurance,,identity theft products.

Professional Competence

- Excellent knowledge in PRO works
- Knowledge in Administration works
- Excellent knowledge in HR
- Good communication ,and soft skills.

Educational Qualification

- **High School FR Agnel JR Colledge-2000**
- **One year Hardwear Diploma form Xavier Tech**
- **T.Y.BCOM From Mumbai university**

Software Skills.

- MS Office package (Word, Excel, PowerPoint)
- Tally
- Typing, 40 w.p.m

Language Skills.

- Fluent in English
- Hindi
- Tamil

Personal Data

- Date of birth : 16.08.1979
- Place of birth : Mumbai India
- Age : 39 years
- Sex : Male
- Marital status : Married
- Nationality : Indian
- Visa status : Employment Visit