

THANU ANTONY

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Visa status – Husband visa



PROFILE SUMMARY

- An incisive & result oriented professional with 1 year of experience in Export department, H.R division and office administration.
- Background includes handling of employee's problems, retaining employees, giving on the job training, maintaining attendance register of workers, coordinating Logistics department with Sales department and good at maintaining a good customer relationship by doing proper follow-ups, customer acquisition and client servicing
- Excellent interpersonal and communication skills.
- A desire to learn new things, full commitment to the work that I do and completion of the assigned task within the given time period.

Key Skills

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|---|--|
| ❖ Client Servicing | ❖ Maintaining Time keeping Register of the employees |
| ❖ Coordinating all departments | ❖ Maintains and keep proper data of each employee. |
| ❖ Customer Acquisition | ❖ Maintains P.F, O.T details of the employees |
| ❖ Relationship Management | |
| ❖ Employees Retention | |
| ❖ Proper follow ups | |
| ❖ Conducting On the job training | |
| ❖ Maintaining Employees Attendance and Leave Register | |

EMPLOYMENT DETAILS

CML (P) Ltd.

Aug 1st 2016 – Aug.31st 2017

Worked at Karukutty (Branch office) and at Angamaly H.O (INKEL Industrial Area)

Job Responsibilities:

- Maintaining good customer relationship (while working in Export division).
- Make sure that the shipment has been made and delivered on due time.
- Preparing & keeping invoices and bills of the transactions that have been made.

- Proper follow -ups
- Preparing P.F, O.T of employees
- Maintain Attendance and Leave Register
- Maintaining Time keeping of the employees (punch-in and punch-out)
- Conducts on the job training
- Prepares offer letters, confirmation letters and experience certificate of the employees.

EDUCATION DETAILS

MBA-HRM(Pursuing-18CBHRN0647)- Bharathiar University,Coimbatore,Tamil Nadu (2018-2020)
 B.A -Economics - M.S.H.S College, Angamaly, Mahatma Gandhi University, Kerala (2005–2008)

IT Skills

Proficient in MS Office (Word, Excel & Power Point), E-mail and Internet Applications

Soft Skills

- Self-motivated to learn new things to work hard
- Faster learner willing to shoulder challenges and responsibilities
- Ability to analyze problems & issues and resolve it.
- Excellent Interpersonal & customer service skills
- Good leadership quality

Extra-Curricular Activities

- Active National Service Scheme participant and Department Representative in college.
- Active performer in cultural activities in college and school days (Was Kalathilakom in sub-district, District levels.)
- Best Entrepreneur Award for Management Fest during MHRM
- Organized and conducted campaigns against AIDS, Drugs and Anti-social activities.

Interests

Love to deal with people, Explore Places, Travelling, Dancing-Choreography, Listening music, Reading, Cooking, spending quality time with family and friends, Watching movies.

PERSONAL DOSSIER

Nationality	: Indian
Date of Birth	: 16-Apr-1987
Languages	: English, Malayalam, Tamil, Hindi.
Passport No	: S0898205
Current Address	: G –13,1-7, Al Khail Gate Community, Dubai.
Permanent Address	: Manayil House, Chirackal, Palluruthy PostOffice,KochiKerala,India,682006