



PROFILE

To seek a challenging position for any suitable post in a dynamic environment and desire to progress further in any customer-oriented field.

CONTACT

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PERSONAL DETAILS

DATE OF BIRTH - 11-10-1997
NATIONALITY - INDIAN
MARITAL STATUS - MARRIED
VISA - VISIT VISA

MUHAMMAD ANAZ

WORK EXPERIENCE

- **MOHD HADI AL KHAJA – DOCUMENT CONTROLER
15-APR-2021 TO PRESENT**
- **ADMINISTRATION STAFF – AMAZONE INDIA – KERALA
2019-2021**
- **SALES & MARKETING EXECUTIVE – SHOE CENTRE
2017-2019**

KEY WORK AREA SKILLS

- Generate and submit sales reports to management on daily basis
- Deposit service – Cheque and cash
- Copy, scan, and store documents
- Check for accuracy and edit files, like contracts
- Distribute project-related copies to internal teams
- File documents in physical and digital records
- Create templates for future use
- Retrieve files as requested by employees and clients
- Manage the flow of documentation within the organization

EDUCATIONAL & OTHER SKILLS

- High School Diploma – university of Kerala – Year 2000
- Well knowledge in MS office – latest Version
- Attended seminars in sales & promotional activities
- Diploma in Computerized Office Management

LANGUGES

- ENGLISH
- HINDI
- URDU
- MALAYALAM