

ANOOP R

Twin Tower Industrial Area 3 Al Qusais Dubai

Email: anoopjayaraj7@gmail.com

Phone: +971567261263

WORK EXPERIENCE

- **Executive Assistant , Deep Industries Ltd , Mumbai , India**(Dec 2019 to Feb 2021)
- **Administrative Assistant , Ratnam Energy Pvt Ltd , Gujarat , India**(Jul 2017 to Oct 2019)

EDUCATIONAL BACKGROUND

- **Bharathiar University , Coimbatore , MBA , 2017**, Finance
- **University of Madras , Tamil Nadu , BBA , 2015**, Administration

SKILLS

- **tally erp 9**
- **peachtree**
- **quick books and ms office**

PERSONAL BACKGROUND

- **Birthday: - 1991-12-31**