

## **CURRICULAM VITAE**

**ANU. S**

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**SHARJAH**



### **Carrier Objective:**

**Aiming to get associated with a progressive organization that gives me scope and update my knowledge and skills in accordance with the latest trends and be the part of a team, that dynamically work towards the growth of some organization and gain satisfaction.**

### **Education Qualification:**

**S.S.L.C – Passed in March 1999.**

**Pre- Degree – Commerce (Kerala University) passed in 2001.**

**Degree – B.com (Kerala University) passed in 2004.**

### **IT Skills:**

**Diploma course in Software applications & entrepreneurship development with specialization in Tally accounting package from CBIIT, Alappuzha.**

## **Experience in the fields:**

1. **Worked as Data Entry Operator in Trendz IT Solutions at Alappuzha. (From 1<sup>st</sup> June 2004 to 10<sup>th</sup> June 2005)**

### **Roles & Responsibilities**

- a) **Data Entry in a software named Abbey fine reader.**
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2. **Worked as Front Desk Operator in HDFC Standard Life Insurance Company at Alappuzha. (From 3<sup>rd</sup> May 2006 to 10<sup>th</sup> September 2010).**

### **Roles & Responsibilities**

- a) **Attending phone calls.**
  - b) **Maintaining Inward & Outward courier details.**
  - c) **Preparing MIS and sending it to concerned departments.**
  - d) **Maintaining Stock Inward & Outward register.**
  - e) **Handling Admin related works.**
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3. **Worked as Senior Tele Sales & Service Associate Executive in Matrimony.Com Ltd, Cochin from 19<sup>th</sup> March 2011 to 14<sup>th</sup> November 2016.**

### **Roles & Responsibilities**

- a) **Tele calling.**
- b) **Maintaining attendance register.**
- c) **Admin related works.**
- d) **Maintaining Inward & Outward courier details.**
- e) **Achieving the target given by team leader.**
- f) **Sending the collection reports to concerned department.**

4. **Worked as Receptionist in City Hospital at M.G Road, Ernakulam. (From 20<sup>th</sup> April 2017 to 20<sup>th</sup> December 2017).**

**Roles & Responsibilities**

- a) **Filing of Patient's reports.**
- b) **Billing & Report entry of patients.**
- c) **Preparing daily billing collection report.**
- d) **Maintaining Stock Inward & Outward register.**
- e) **Preparing Inward patient entry details.**
- f) **Maintaining Stock report on a monthly basis.**
- g) **Handling Admin related works.**
- h) **Closing daily collection at office. ( Cash & card payments )**

5. **Worked as Office assistant in Seven Seas Hi Tech Systems, a Muscat based Company at Kadavanthra, Ernakulam from 3<sup>rd</sup> December 2018 to 25<sup>th</sup> October 2019.**

**Roles & Responsibilities**

- a) **Sold GPS devices (Government approved and normal) register entry and customer proof filing at the time of Installation.**
- b) **Tagging Government approved device in Surakshamitr site and issuing certificate to Customers for test.**
- c) **Entering device and vehicle details in 7 Sys track site and giving tracking application details to customers.**
- d) **Entering payment details of Customers in receipt book and renewal follow up of customers.**
- e) **Handling customer support calls and e mails.**

## **Personal Skills**

Comprehensive problem solving abilities, excellent verbal and written communications skills to deal with the people diplomatically, willingness to learn team facilitator hard worker, Pleasing personality and patient listener.

## **Personal Profile:**

<b>Name</b>	<b>:</b>	<b>Anu.S</b>
<b>Gender</b>	<b>:</b>	<b>Female</b>
<b>Age</b>	<b>:</b>	<b>36 yrs.</b>
<b>Date of birth</b>	<b>:</b>	<b>16.04.1984</b>
<b>Marital Status</b>	<b>:</b>	<b>Single</b>
<b>Religion</b>	<b>:</b>	<b>Hindu</b>
<b>Fathers Name</b>	<b>:</b>	<b>Saseendra Babu V.S (Deceased)</b>
<b>Mothers Name</b>	<b>:</b>	<b>Ushakumary.A (House wife)</b>
<b>Sister</b>	<b>:</b>	<b>Anju.S (Optometrist)</b>
<b>Nationality</b>	<b>:</b>	<b>Indian</b>
<b>Languages Known</b>	<b>:</b>	<b>Malayalam, English ,Hindi</b>

## **Passport & Visa Details:**

<b>Passport Number</b>	<b>:</b>	<b>P 4102826</b>
<b>Place of Issue</b>	<b>:</b>	<b>Cochin</b>
<b>Date of Issue</b>	<b>:</b>	<b>07.10.2016</b>
<b>Date of Expiry</b>	<b>:</b>	<b>06.10.2026</b>
<b>Visa Status</b>	<b>:</b>	<b>Visit Visa valid till 23rd November 2020</b>

## **DECLARATION**

**I do hereby declare that the particulars of the information and facts stated herein above are true correct and complete the best of my knowledge and belief.**

**SHARJAH**

**SIGNATURE**

**26.10.2020**

**ANU.S**