

AMALA ANILKUMAR

SHARJAH

UNITED ARAB EMIRATES

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CAREER SUMMARY

An enthusiastic office / Customer service professional with persuasive and persistence communication skills developed within an Customer focused field. Dynamic and active with an independent disposition to face extreme pressure whilst ensuring maximum professional output.

CAREER OBJECTIVE

To seek a challenging position where I can use my experience to enhance administration works. With an organization that has the vision and potentials for development, growth and expansion and at the same time to maintain a high standard of performance and professional ethics.

KEY SKILLS

- ⇒ Excellent command on English, Hindi and Malayalam.
- ⇒ Honest, dedicated, loyal and commitment to meet the organization's goals and objectives.
- ⇒ Fully professional with front office management and Data entry operations
- ⇒ Desire to grow with an enthusiasm to find new levels of success.
- ⇒ Planning and preparation of administration methods and proficiency in computer applications
- ⇒ Ability to work under pressure.
- ⇒ Self correspondence skills
- ⇒ Taking decisions independently
- ⇒ Discharging duties for the entire satisfaction of superiors

ACADEMIC QUALIFICATION

Metric : Modern Indian School Dibba, Fujairah

Plus Two : Our own English high School, Fujairah.

BBA : Kerala University

TECHNICAL QUALIFICATION

Fully Proficient with MS. Office

EXPERIENCE DETAILS:

- **Worked as Sales Co-ordinator in Kreatz FZE SAIF Zone Sharjah**
- **Worked as Accounts manager in Abhinaya Music and Dance Training Centre since 2013**
- **Worked as a promoter with Jashanmal Book stores for Sharjah International Book Fair & Childrens' Book Fare since 2011.**
- **Worked with Crezendo Events & Exhibition as an Event coordinator cum Office Assistant, Bur Dubai.**
- **Worked with Serck Services International as Front Desk Officer on Temporary post.**
- **Worked as a Sales supervisor in Romana Mineral Water ,Ajman, & Sharjah' 2008 – 2009**
- **Worked as a Sales Promoter under NMC Group Dubai,2007 - 2008**

PERSONAL DATA:

Date of birth : 10-11-'89
Nationality : Indian
Visa Status : Visit Visa
Marital Status : Married
Languages known : English, Hindi, Malayalam, Telugu
Other References : Can be furnished up on request.

SELF-APPRAISAL PROFILE

- ⇒ I am a self motivated person who is diligent and ambitious.
- ⇒ I am updatable and willing to learn and take on new challenges
- ⇒ I am highly professional, confident, organized & have the ability to interact well with my sub ordinates.