

CURRICULUM VITAE

ASFFAN ANZAR

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CAREER OBJECTIVE

To be part of a reputed organization, work in a healthy and challenging environment and to make constant endeavor to learn in the organization and contribute towards its development.

EDUCATIONAL DETAILS

- Bachelor Degree in Commerce from Kerala University.
- Completed Higher Secondary Education at TKDM Higher Secondary School, Kollam.
- Completed SSLC at Krist Raj Higher Secondary School, Kollam.

SKILLS

- Office Management.
- Strong Organizational, Administrative and Analytical skills.
- Excellent working knowledge of all Microsoft Office Packages.
- Accounting packages – Tally ERP 9.
- Relationship building and Management
- Sales and Marketing

WORK EXPERIENCE

HDFC LIFE

Location : Kollam, Kerala, India
Nature of Work : Insurance
Position : Sales Manager
Period : From July 2018 to December 2021

- Maintain Positive business and Customer relationship
- Promote specific products as directed by upper Management.
- Managing a team of Sales agents
- Motivate and encourage the team to reach the company's sales goals.
- Market insurance products effectively to boost sale and exceed Quotas.

ABU DHABI CONSTRUCTION COMPANY

Location : Das Island – Abu Dhabi – UAE
Nature of Work : Document Controller cum Office Administration
Position : Document Controller
Period : From 2017 February to 2018 April

- Dealing with all kinds of administration procedures and monitoring all kinds of client requirements.
- Key in, check over, finalize letters, reports, statements, quotation, and forms, from notes or Dictaphone, using computers.
- Maintain and arrange reports from manual or electronic files.
- Process inward and outgoing mail, both manually and automatically.
- Maintain office schedule to synchronize work flow and meetings.
- Maintain privacy in all facets of employees and client information.
- Sending and take delivery of messages and documents by means of fax machine or electronic mail.
- Maintain registers of all receipts and issues or submissions of documents and correspondence.
- Expedite the return of document and approval or comments within the required time period from internal and external parties to whom they have been issued or distributed

- Receiving and distributing all documents and preparing transmittal sheets.
- Control and coordinate the vehicles and drivers.
- Screen and distribute emails to concerned department
- Maintain physical and digital employee records
- Schedule meeting time and arrange meeting room.

M/S. ACCOUNTS (Accounts contractors provide highquality and specialized accounting services to various industries).

Location : Cochin – Kerala – India.
 Nature of Work : Accounting
 Position : Accountant
 Period : 2014 November to 2017 January

- Compile and analyze financial information's and documents to prepare books of accounts and its finalization.
- Maintenance of Day Book and Ledgers.
- Maintain Cash and accurately record cash transactions.
- Preparation of projected and provisional Balance sheet.
- Prepare Income Statement and Balance Sheet
- Preparation of cash flow and fund flow statements
- Payroll preparation and Accounting
- Preparation of Purchase and Sales registers. Monitoring Payables and Receivables; produce monthly statement of accounts.
- Reconciliation of banks, creditors, debtors and intercompany accounts

STRENGTHS

- Hardworking.
- Problem solving abilities.
- Communication skills.
- Optimistic.

PERSONAL INFORMATION

Father's Name	:	Anzar .S
Date of Birth	:	12/10/1993
Gender	:	Male
Nationality	:	Indian
Marital Status	:	Married
Spouse Name	:	Shiyana N
Religion	:	Muslim
Languages Known	:	English, Malayalam, Hindi, Tamil
Passport No.	:	L 8233081
Date of Issue	:	28/03/2014
Date of Expiry	:	27/03/2024
Passport Issue Place	:	Trivandrum

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations.

Place:

Date:

Asffan Anzar