

Dear Ma'am / Sir,

Subject: Application for suitable position – Anu vinod

I hereby introduce myself as Anu vinod. Having completed bachelor of commerce I worked as an Admin at wellcare infotech LLC Dubai. I was employed as accounts assistant for snappy advertising LLC Dubai. I seek suitable post in your esteemed organization. I would consider it a unique privilege to work with you to further my career and also to serve you as per the standards put forth by your organization.

As my resume indicates, I have 4 years of professional experience in an administrative role. I have worked as an assistant to multiple individuals in separate departments. I am sure you are aware of the flexibility, focus, and diplomacy such positions require. I want to bring the knowledge and insight gained through these various experiences to the Office.

I have had the opportunity to learn human resource policies, procedures, and the protocol necessary to enforce them ethically and without liability. I have sharpened my organizational skills, attention to detail, and my ability to work with speed and accuracy.

In my past and current positions, I have gained experience in **coordination, administration, PRO assistant, Purchase manager and accounts**. Combine all of this experience with my natural talents (i.e., writing, aesthetics, analytical problem solving, logistical planning, and research) and with my work ethic, and you have a well-rounded candidate you will be proud to have on your staff.

Finally, in all the previous positions I have held, I have approached them as opportunities for career advancement and discovery. I will bring the same entrepreneurial spirit and value-added vision to your office.

It is my sincere hope that we will meet for an interview to discuss any questions you may have and a future for me at the Office. Of course, please feel free to e-mail '[anu\\_a\\_v@yahoo.in](mailto:anu_a_v@yahoo.in)' to schedule an interview.

Thank you for your time and consideration.

Very truly yours,

Anu Vinod



## **Profile**

**Anu Vinod**

Al-Quoz,

Dubai

00971588112283

00918137824100

anu\_a\_v@yahoo.in

<https://www.linkedin.com/in/anu-vinod-23b6b1157>

## **SUMMARY**

Management of office equipment > Maintaining a clean and enjoyable working environment > Handling external or internal communication or management systems > Managing clerical or other administrative staff > Organizing, arranging and coordinating meetings > Sorting and distributing incoming and outgoing post & calls > Reception Handling > Invoicing > Credit Controlling > Procurement > Customer Support > Coordination > Document controlling > PRO assistance

## **EXPERIENCE**

### **• Snappy Advertising LLC**

Office Administrator cum Accounts Assistant

July 2018 – Feb 2019

HR TASKS : Maintain employee's database; Salary preparation; Assistant to PRO.

CREDIT CONTROLLING. SALES and FINANCIAL REPORTS preparation. INVOICING. Day to day activities COORDINATION. PROCUREMENT. FRONT OFFICE MANAGEMENT.

Key Accounts Manager

(July 2018 – Feb 2019)

Coordinator (April 2016-Jan 2018)

COORDINATION of day to day activities and requirements with graphics and joinery department; inventorying stock. PROCUREMENT verifying receipt. maintaining databases. establishing contacts; Prepares marketing reports by collecting, analysing, and summarizing sales data. General administrative

support. Preparing sales reports. Maintain inventory of sales collateral materials, promotional items and product samples Prepares quotation/follow up payments Coordinated to managers with accounts transactions Responsible in daily materials appointments HR task CREDIT CONTROLLER- Communicate clients for payments follow-ups Coordinate with suppliers for job inquiries Coordinate to the prospect clients to set an appointments Responsible checking for invoice countering and INVOICING; reconciled daily invoice transactions.

- **Wellcare Infotech LLC**

- **Credit Controller cum IT Coordinator**

- July 2015 - April 2016

CREDIT CONTROLLING - payment follow-ups IT Coordination - enquiring customers' requirements and coordinating with IT team; sending quotations and placing the orders. Assisting IT team. Managing the Administration level functions, (Monitoring Daily Attendance and Punching Reports, Providing ID Cards and Uniforms, Making Quotations, and Purchase Orders, Bills verifications), and other related clerical and Admin related works. Implementing the man power planning (Recruitment and Selection). Evaluating the employee performance appraisal Visa process Maintain the proper channel of communication in all levels of departments .Preparation of personal files of all the employees in the Hospital and updating them on a Regular basis. Shall maintain proper records of leave of all the employees (including Nursing Staff). Monitoring of the late attendance on a daily basis and communicating to relevant department. Intimating selected candidates regarding appointment

## **EDUCATION**

- B.com - Vinayaka Mission's Research Foundation University  
June 2015  
placed in First Class with 72%
- Senior Secondary (From Kerala State HSE  
Board)March2012
- Secondary School (From Kerala State Board)March 2010

## **SOFTWARE SKILLS**

- TALLY ERP 9
- MS Office
- eFinsys

**LANGUAGES KNOWN**

Speak : English, Hindi, Tamil, Kannada, Malayalam

Read and Write : English, Hindi, and Malayalam

**PERSONAL DETAILS**

Date of Birth : 05 November, 1994

Nationality : Indian

Visa status : Visit Visa

Passport no. : K3754823

Place of issue : Trivandrum

Date of issue : 18/04/2012

Date of expiry : 17/4/2022

**DECLARATION:**

I hereby declare that all the particulars stated above are true to the best of my knowledge and belief.

Anu Vinod

Sd/-