

ANUSHI



Contact No :

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E-mail :

ammuanushi17@gmail.com

Personal Details:

- Date of Birth :21/11/1995.
- Gender: Female.
- Marital Status: Single.
- Religion: Christian.
- Nationality: Indian.
- Visa Status: Company Visa.

Languages Known:

- English
- Malayalam
- Tamil

Computer proficiency:

- MS Office
- Internet Browsing

CURRICULUM VITAE

**Post Applied for: Admin assistant,
Receptionist.**

Objective

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me to grow while fulfilling organizational goals. To excel in my field through hard work, research, skills and perseverance.

Professional

Admin Assistant

SOUTHEAST MOVERS AL QUSAIS – DUBAI

(November 2018 – April 2019).

Admin assistant/ Receptionist

DUFAB STEEL FABRICATION LLC- AL QUSAIS –

DUBAI. (From June 2019 to till date).

Responsibility Outline: Admin assistant

- To understand and satisfy the customer needs.
- To attain the target preferred by the firm and there by maximizing the profit of the firm.
- Communicate with customers through incoming and outgoing calls.
- Maintaining old customers and providing services to new customers.
- Providing assistance to other members of sales team.
- Investigating and resolving queries from customers.

Academic Chronicle

- Bachelor of Arts: English with Journalism (Kannur University Kerala 2018)
- Passed 12th grade under STATE BOARD curriculum (St.Cornelius HSS Kolayad, Kannur Kerala 2014)
- Central Board Of Secondary Education (St.George Public School Chengannur Kerala 2012)

Strengths

- Good level for grasping new things.
- Ability to remain calm and focused in high stress or fast paced environment while providing high level of customer service.
- Hardworking and adaptable to any environment.
- Good at tackling situations and finding the best solutions.
- Reliable and Trustworthy.
- Optimist, self-motivated, dependable, flexible, loyal and a quality team player.
- Mail operations.

References

Name: Ajeesh
Position: Sales Executive
Company: Gulf International
Contact no:0554818200

Declaration

I, hereby declare that all the information provided above is true to the best of my knowledge and belief.

Place: Dubai

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