

ANUPRIYA A.U

ADMIN ASSISTANT

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📍 Hassani Tower 6, Al Nahda, UAE
D.O.B - 16/12/1996



OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

March 2021 - August 2022	Operation manager IVFX oversee operational activities at every level of an organization. The duties include hiring and training employees and managing quality assurance programs. An operations manager also strategies process improvements to ensure everyone completes their tasks on schedule.
October 2020 - March 2021	Market research associate (Part time job) Parzenn Partners (USA) Collecting data on consumers, competitors and market place and consolidating information into actionable items, reports and presentations. Understanding business objectives and designing surveys to discover prospective customers' preferences.
July 2020 - March 2021	Administration executive D.F.M Softech Solutions Coordinate office actives and operations, supervise administrative staff, manage agendas/travel arrangements/appointments etc. for upper management, manage phone calls & correspondence (mail, letters, packages), submit timely reports and prepare presentations/proposals, create and update records & database
February 2020 - March 2020	Management trainee Shristi Associates 45 days internship Program
March 2019 - April 2019	Management trainee Oushadhii Ayurvedic Pharmaceutical Corporation 45 days Internship Program
January 2017 - February 2017	Office apprentice Ayushi Associates 45 days Internship Program

EDUCATION

2022	Hospital Management Avodha Edutech 83%
2020	MBA SRM University 89%
2017	BMS Mumbai University 69%

2014

Higher secondary

State board

78%

2012

S.S.L.C

State board

76%

SKILLS

Team building, Problem solving, Decision making, Leadership,
MS word, MS Excel, MS PowerPoint,

PROJECTS

- 1) Construction management system based on green technology application.
- 2) A study on the working of oushadhi ayurvedic pharmaceuticals.
- 3) Schemes provided by LIC and its profitability in India.

ACHIEVEMENTS & AWARDS

- > Student member of MMA (Madras Management Association).
- > Department 1st rank holder in 2nd and 3rd year in UG, 2016 & 2017.
- > Won 1st price in Cooking competition in cultural events of UG, 2016.
- > Won 1st price an Agrades in Sub district and district level in Dancing.

INTERESTS

Dancing, Cooking, Movies, Travelling, Gardening

ACTIVITIES

Gardening, Dance choreography

LANGUAGES

English, Hindi, Malayalam, Tamil

VISA STATUS

On Visit

PASSPORT DETAILS

Passport No. : V2812347

REFERENCE

Sijo John- "IVFX"
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