

CONTACT

ANANTHU BIJU

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Al Ghuwair
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UAE



PERSONAL DETAILS

- Date of Birth : 12/05/1998
- Marital Status : Single
- Nationality : Indian
- Place of birth : Mavelikara (Kerala, India)
- Passport number : T5567940
- Visa status : Company Visa (Energy Melamine Industries)
- Visa expiry date : 27/10/2024
- Age : 24
- Driving license : Yes(Indian and UAE)
- Whatsapp number : 0526344338

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

EXPERIENCE

March 2019 - Present

- **Assistant Manager in sales and marketing**
Energy Melamine Industries , Umm Al Quwain, UAE

Engaged client executives to assess strategic business needs and challenges and translate business strategy into human capital opportunities with business impact. Followed up with customers to gain maximum business opportunities and constantly monitored marketing campaigns of the company to take advantage of the existing market situation.
Provided customer support across different emirates in the country and maintained accurate stock records as well as sales targets.
Processed accounting transactions with maximum efficiency and collaborated with accounts department for proper management of financial records.
Promoting the organization and providing assistance to customers.
Understanding ideal customers and how they relate to our products.
Tracing sales goals and reporting results as necessary.

Management of organizational sales by developing business plans and assisting in achieving business goals of the organization.
Providing demonstration of products and services of customer and taking feedback from them.
Collaborating with sales team to achieve sales and organizational goals.
Initiated cold calls and face to face demo meetings.
Provided demo to clients and was able to successfully generate business.
Followed up with existing clients and new clients.
Generated a lead database based on extensive company and market research.

January 2017 - May 2018

- **Accounts Intern**

D AND H Associates, Thiruvalla, Kerala, India

Evaluated and improved accuracy and completeness of financial records to boost regulatory compliance.
Informed and supported business leaders through consistent communication and administrative support duties.

EDUCATION

2019-2021

- **Master of Business Administration (Global)**

Curtin University Australia (Dubai campus)

2016-2019

- **Bachelor of Commerce (Finance)**

Bishop Moore College (Kerala University), Kerala, India

2014-2016

- **Grade 12**

The Emirates National School, Sharjah, UAE

PROJECTS

- **Organisational climate and behavior in Cisco (Singapore), 2020**

- . Research on the organisational climate and behavior at Cisco Singapore.
- . Analysis on how Cisco became the 'best workplace' in the world for the year 2019.
- . Study on the Influence of Cisco as an organization for global business dynamics.

- **Impact of flood on the operations of Bright Bricks Industries, Chengannur, Kerala, India, 2019**

- . Conducted a field study on the impact of flood in the brick industry of chengannur.
- . Provided statistical analysis on the monetary and non monetary impact of flood for bright industries.
- . The project report was submitted to government of kerala for financial support to the industry.

- **Project supervisor for Energy Building Maintenance**

- . Performed onsite and offsite analysis and conducted Pilecap work for Energy Building Maintenance (Sister concern of Energy Melamine Industries).
- . Consistently followed up work ensuring necessary requirements for client (KEC International Ltd and Dubai Electricity and Water Authority) and prepared the

necessary accounting support for the project.

. Ensured smooth flow of work and timely completion of work with utmost quality.

SKILLS

- MS office
- Leadership
- Project Management

ACHIEVEMENTS & AWARDS

- Magazine Editor(commerce) for the year 2016-2019.
- Secured A grade in Accounts Training from Accounts Society of Tracancore
- Secured A grade in Sastra prathibha Examination and 10th grade
- Numerous awards for cultural events and competitions. Participated in Kerala University Youth Festival.
- Conducted debates on behalf of college fest and participated in intercollegiate debates and fests.

INTERESTS

- Music
- Traveling
- movies

LANGUAGES

- English
- Hindi
- Malayalam

DECLARATION

- All information in this resume is true and correct to the best of my knowledge and belief.