

CURRICULUM VITAE



ANU ANANDAN

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Address:
Dubai, UAE

Personal Data:

Date of Birth : 23-05-1991
Gender : Male
Marital Status : Married
Nationality : Indian
Language : English, Hindi, Tamil & Malayalam

Passport Details:

Passport No : U0600397
Date of issue : 03-03-2020
Date of expiry : 02-03-2030
Visa Status : Visit Visa
Visa Expiry : 21 September 2022

Career Vision

- To obtain a challenging position which will commensurate with my qualification, experience, interest and contribute potentially to the employer. Effectively utilize my ability to serve my organization for its growth and constant development thereby become a big success in my professional and personal life.

Education & Training

- B.com (Kannur University, Kerala, India)
- 12th - Higher Secondary (CGHSS Chemmanad Kerala, India)
- 10th – Secondary School Leaving Certificate (CGHSS Chemmanad Kerala, India)

Key Skills

- Self- Motivation
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment

Professional Experience:

- Worked as a **Warehouse Assistant** in **Lumi Glass Industries LLC** Dubai, UAE for 8 years. (2012 to 2017)

Duties & Responsibilities:

- Move inventory and materials across facilities
- Process inventory for delivery
- Sort, organize and store inventory in the proper location
- Package items and label correctly
- Scan delivered items and ensure quality
- Report damaged or missing inventory to supervisors
- Stack and organize large bulk items
- Remove inventory from trucks or shipping and delivery to proper location

- Worked as an **Office Operation Invoice Maker** in **Lumi Glass Industries LLC** Dubai, UAE for 8 years. (2017 to 2020)

Duties & Responsibilities:

- Ensuring that client information details are kept up-to-date.
- Creating and sending invoices and statements to customers.
- Checking the data input to ensure the accuracy of the final bill.
- Tracking payments and ensuring that the cash flow into the company is buoyant.
- Reporting issues or irregularities to the financial head of the company.
- Fixing billing errors by issuing debit and credit memos.

Declaration

- I hereby declare that the above-mentioned statement is true of my knowledge.

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