



ANANTHU AR

My Contact

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📍 DUBAI, UAE

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PASSPORT NO : W5947405

VISA TYPE : VISITING

DRIVING : INDIAN UNION

Hard Skill

- COMPUTER PROFICIENCY
- MICROSOFT WINDOWS
- MICROSOFT OFFICE
- MICROSOFT EXCEL
- MICROSOFT WORD
- MICROSOFT POWERPOINT
- CNC MACHINE PROGRAMMER
- ARTCAM
- CORAL DRAW
- ADOBE PHOTOSHOP
- ADOBE ILLUSTRATOR
- INTERNET RELATED OPERATIONS

Education Background

- HIGHER SECONDARY CERTIFICATE
NEW HIGHER SCEONDARY SCHOOL,
NELLIMOODU, TRIVANDRUM
Completed in MARCH 2017
- BACHELOR OF ARTS in ENGLISH &
COMMUNICATIVE ENGLISH
KNM ARTS & SCIENCE COLLEGE at
KANJIRAMKULAM, TRIVANDRUM
Completed in March 2020

Objective

To ensure a position in the corporate sector where I can apply my skills and experience and be part of a team that helps to achieve the organizaation's success.

Professional Experience

CNC MACHINE OPERATOR & PROGRAMMER

AR DIGITAL WOOD CARVING WORK, TRIVANDUM, INDIA

March 2022 - April 2023

- Designed projects within various CNC crafting software titles
- Analysed job orders and performed necessary calculations while modifying existing programmes for increased efficiency
- Worked closely with clients to establish specifications and system designs
- Collaborated with engineering team to optimize CNC machining processes

DATA ENTRY OPERATOR

SOFTWARE INCUBATOR, TRIVANDRUM, INDIA

Feb 2021 - February 2022

- Scanned documents and saved in database to keep records of essential organizational information
- Entered numerical data into databases with speed and accuracy using 10-key pad
- Completed data entry tasks with accuracy and efficiency
- Coded and processed applications into required electronic formats
- Produced monthly reports with advanced Excel Spreadsheet functions

DOCUMENT CONTROLLER

IMATRIX, COCHIN, INDIA

July 2020 - January 2021

- Create project control documentation
- Worked with internal staffs to process documents and send for closing

Achievements

2021 Certificate in Word Processing and Data Entry

Languages

English, Malayalam, Tamil, Hindi