

ANANTHU A R



CONTACT



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18-10-1999

in <https://www.linkedin.com/in/ananthu-a-r-823281276>

OBJECTIVE

To secure 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 organization's success. Self-motivated and detail-oriented individual, Known as a problem solver and negotiator working with diversity of people. Proficient in many software applications used in day-to-day business operations Skills

SKILLS

- Computer proficiency
- Ms office/excel, power point, word
- CNC machine operator & CNC programmer
- DGD/Adobe Photoshop & Illustrator
- Internet related operations
- Art cam software
- Coral draw

REFERENCE

- **Suresh kumar - accountant**
Hassani group of companies
Suresh kumar@hassani.ae
+971 55 165 7858

INTERESTS

- sports
- social media
- Travel

LANGUAGE

- ✓ ENGLISH
- ✓ Malayalam
- ✓ Hindi
- ✓ Tamil

EDUCATION

Kerala university

KNM Arts and Science College kanjiramkulam Trivandrum
BA ENGLISH AND COMMUNICATIVE ENGLISH

2017-2020

Higher secondary education

New Higher Secondary School Nellimoodu Trivandrum

2015-2017

EXPERIENCE

DATA ENTRY OPERATOR

Software Incubator - Trivandrum, India

may 2020 - march 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.
- Communicated with supervisors and colleagues to process data quickly and resolve discrepancies.
- Entered data into various computer systems accurately using Microsoft Office Suite.

CNC machine operator & programmer

AR DIGITAL CNC WOOD CARVING WORK - Trivandrum, India

July 2022 - march 2023

- Designed projects within various CNC drafting software titles.
- Analyzed job orders and performed necessary calculations while modifying existing programs for increased efficiency.
- Worked closely with clients to establish specifications and system designs.
- Collaborated with engineering team to optimize CNC machining processes.
- Programmed work paths for both mills and lathes.
- Studied orders to determine required machine sequences and tools to achieve desired results.
- Developed and implemented safety protocols for programming and using CNC tools.

ACHIEVEMENTS & AWARDS

- ✓ Certificate in word processing and Data Entry

ADDITIONAL SOFTWARE SKILL

Art cam 2009

VISA STATUS

Visit visa

10/5/2023 TO 16/10/2023