



anasnp1090@gmail.com

+974-31301348

MUGALINA, DOHA

anasnp1090

anasnp1090@gmail.com



...Personal Details...

Date of Birth: 25.11.1994.
Visa Status: Visiting Visa.
Valid up to: 09/06/2018
Nationality: Indian.
Religion: Islam.
Marital Status: Single.
Languages Known: English,
Hindi, Malayalam & Tamil.

N.P. ANAS

Master Of Business Administration

Area of Interest

- Administration Works
- Accountant
- Operations Management
- Customer Relationship Management
- Customer Service & Feedbacks
- Strategic Management
- Disciplinary Management

Career Summary

1.2 year of professional experience as Office Administrator at Future Retail Limited and Document Controller at Red Team Hacker Academy, Kerala, India.

Experience

Office Administrator (BIG BAZAAR) Future Retail Limited (Jan 2017 to Sep 2017)

Responsibilities:

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Supervise administrative staff and divide responsibilities to ensure performance.
- Cross selling to existing customers and acquisition of new customer.
- Handling complaints related to co. loyal card (from both staff and customers).
- Providing prompt and professional replies to all customer's feedback.
- Customer Service supervision & Daily Operation.
- Manage agendas/travel arrangements/appointments etc. for the upper management.
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures.
- Create and update records and databases with personnel, financial and other data.
- Track stocks of office supplies and place orders when necessary.
- Submit timely reports and prepare presentations/proposals as assigned.
- Assist colleagues whenever necessary.

Document Controller (RED TEAM HACKER ACADEMY)

(Oct 2017 – Feb 2018)

- Collect, scan and upload documents following set procedures.
- Ensure all technical documents, such as reports, drawings and blueprints, are collected and registered in system.
- Use SmartSolve Document Management for everyday operations, maintenance and quality control.
- Notify personnel of updated document versions and how to access them.
- Print and distribute documents as necessary.
- Work with documents and records across various departments, including human resources, marketing and construction.

Technical Knowledge

- Word Processing
- Computer Programming
- Accounting
- Data Entry Skills
- Complex Problem Solving
- Time Management
- Detail-Oriented
- SWOT analysis
- Judgment and Decision Making

Projects

- "Effectiveness of Customer Relationship Management"
- "Job Satisfaction Among employees"
- Studied SAP course.

Qualifications

Master Of Business Administration (Operations Management & Marketing)

Amity University Noida, Kochi, India ~ 2015 – 2017

Bachelor Of Commerce (Finance)

University Of Calicut Calicut, Cherpulassery, India ~ 2012 - 2015

Computer Skills

- MS office package which includes: MS Word, MS PowerPoint, Excel.
- Pivot Table, Outlook, Lookup
- C, C++, Tally ERP 9, SPSS

References

Available on request.
