

ANWARUDHEEN. CT

☎ +974 7069 2864

☎ +91 9947320845

✉ anwarudheenct@gmail.com

Address: DOHA, QATAR



OBJECTIVE

Seeking an opportunity to apply and implement my best efforts and managerial skills towards increasing the efficiency and performance of in the organization and to gain the real knowledge from the work entrusted to me.

ACADEMIC PROGRESSION

2014 – 2016 **MBA (FINANCE & MARKETING)** LEAD College of management, University of Calicut

2010 – 2013 **B.COM (Co-operation)** Farook Arts and Science College, University of Calicut

EXPERIENCE

ESAF Swasraya Multi State Agro Co-operative Society LTD

(Admin cum Account Assistant)

ESAF Swasraya Multi State Agro Co-operative Society LTD is a business correspondent of ESAF Small Finance Bank. Providing administrative support and managing their queries, calculating and checking to make sure payment, vouchers and records preparation, Preparing regular reports and submission and also organize company records and file including all other clerical work.

PROJECT UNDERGONE

Good Bye soaps and Cosmetics

(Consumer Satisfaction under marketing study as a minor project)

RUBFILA International Limited

(Financial Performance of company financial study as major project)

COMPUTER PROFICIENCY

1. Tally
2. MS Office (Basics)
3. Advanced Excel

INTERNSHIP

Management trainee as Arcus Multi Service private limited, Delhi (Two month)

LINGUISTIC SKILLS

ENGLISH - FLUENT

HINDI - INTERMEDIATE

MALAYALAM – NATIVE

EXTRA TO EDUCATION

Student mentor for **I Lead management fest, MACWAR, 3C and FED CL** conducted at LEAD College of Management, Dhoni, Palakkad

Volunteered and initiative **TIE CON 2014 Kerala, IRIA 2014, 150th Anniversary Celebration of Palakkad Municipality and Swaralaya in 2014 and 2015**

Taken various training under **JCI**

Assist **IBM** HR Team while job fair held at Calicut University

Active member of **Administration and canteen club** of LEAD College

REFERENCE

Available on request