

Anil Lobo

Thane (W), Brindavan Society

Summary

To work and grow in an organisation , where I can actively take part in development new things through hard work and commitments .

Work Experience

Accounts assistant

November, 1997 - October, 1998

.Handling Accounts work,office correspondence, data entry accounts

Megha Enterprises

Office Assistant

- - * Order taking (FMCG & Groceries)
 - * Receiving Checker work done ;
 - * Handling late delivery complaints and answering questions ;
 - * Working on Bills receivable and Bills payable on Tally package ;
 - * Handling office correspondence ;
 - * Handling day to day sales transactions.
 - * Counter staff in spare time.

Popular Brass Metal works

Associate

- - Customer relationship Associate -
 - Telemktg credit card (

Sutherland Global Services

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as an CUSTOMER SERVICES ASSOCIATE SINCE
28APRIL 2014 to 31AUGUST 2018 for a TRAVEL PROCESS

SHIV ALUMINIUM AND GLASS

Customer Relationship Associate

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Internet surfing and co ordination work with EXTERNAL CUSTOMERS

Ologh

Customer relationship associate

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) OUTBOUND PROCESS IN A CALL CENTER

Worked in OMAN (MID EAST) as a Civil Supervisor for 3 years
Maintenance job internal and external of oil and gas plant and other Civil activities
with crew members 10 to 20 nos(Details attached).

Zenta india

Education

IATA

, Personal Computer Applications, 1997 - 1997

Higher School Certificate, ,

Fatima High School

Secondary School Certificate, ,

Skills

English, Indian > Hindi, Indian > Marathi

