

# Anil Lobo

Thane (W), Brindavan Society

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## Summary

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

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## Work Experience

Accounts assistant

November, 1997 - October, 1998

.Handling Accounts work,office correspondence, data entry accounts

## Megha Enterprises

Office Assistant

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- \* 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

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- 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

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## Education

### **IATA**

, Personal Computer Applications, 1997 - 1997

Higher School Certificate, ,

### **Fatima High School**

Secondary School Certificate, ,

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## Skills

English, Indian > Hindi, Indian > Marathi

