

**ANJALI VISWANADAN**

**ADDRESS: NAVY GATE, ABU DHABI, UAE**

**MOBILE NO: +971 507302467**

**EMAIL.ID. [anjali2012@gmail.com](mailto:anjali2012@gmail.com)**



### **KEY COMPETENCIES**

- Bachelors Degree in Commerce /Accounting
- Proficient in various computer applications (e.g. MS Outlook, Computerized accounting, Spreadsheet and word processing programs, Web-based applications)
- Effective verbal and written communication skills
- Flexible-can easily adapt and cope with changing situations and responsibilities

### **WORK EXPERIENCE**

#### **SUPER GULF CONTRACTING & GENERAL MAINTENANCE LLC**

##### **OFFICE SECRETARY**

**DELMA STREET**

**ABU DHABI, U.A.E**

**APRIL 2021 -PRESENT**

- Maintain Purchase Order Processing System,
- Respond to Client/Suppliers inquiries
- Attending to incoming and out going mails and telephonic calls.
- Manage employee leave and Salary payments
- Process Account Payable paperwork
- Prepare labels and maintain files as needed within the department.
- Prepare Correspondence as needed within the Department.
- Manage Petty cash Account
- Providing Quotation to clients
- Issuance of invoice to Clients
- Review invoices for appropriate documentation and approval prior to payment
- Perform such other accounting, financial or administrative tasks as may be required from time to time -Quite often on short notice
- Manage payment to suppliers and other payables for the company
- Prepare Financial statement
- Reconcile bank Statements.

#### **PLAZA PREMIUM LOUNGE L.L.C**

##### **ATTENDENT**

**ADAFZ, ABUDHABI INTERNATIONAL AIRPORT**

**ABU DHABI, U.A.E**

**MARCH 2018 – MARCH 2021**

- Worked as Guest Service Assistant GSA in plaza Premium Lounge (Aerotel)
- Provide Customers with Fast Friendly and accurately Services.
- Handling guest complaints and concerns in an efficient and timely manner
- Ensure good Customer Service and Satisfaction at all time.

- Contact business and private individuals by telephone in order to solicit sales of the product
- Maintain daily Enquiry report
- Update the customer master file with contact information

**KITES TRAINING ACADEMY**  
**GUEST RELATION EXECUTIVE (GRE)**  
**KOLLAM, KERALA, INDIA**  
**FEBRUARY 2016 – JANUARY 2018**

- Anticipate guests needs respond promptly and acknowledge all guests concerns
- Promoted positive guest relations to all individuals approaching the Front desk.
- Monitor and maintain cleanliness sanitation and organization of assigned work areas
- Implemented high- impact sales and marketing initiatives resulting in increased occupancy and profitability
- Meet with Supervisor to review daily assignments and priorities.

**SANTHI HOSPITAL**  
**DEDICATED TO CARE & CURE**  
**SANITARY INSPECTOR**  
**OMASSERY, CALICUT, KERALA.**  
**JUNE 2010- AUGUST 2012**

- Ensuring Inspection and the functioning of a public place in a hygienic environment
- Ensuring the Safety
- Resolve Complaints
- Trains the Employees

#### **ACADEMIC QUALIFICATIONS**

- Bachelor of Commerce.
- Diploma in Sanitary inspector
- Plus Two (Kerala State Board)
- SSLC (Kerala State Board)

#### **PERSONAL INFORMATION**

- Date of Birth : October 21<sup>st</sup>, 1989
- Place of Birth : Kollam, Kerala
- Nationality ; Indian
- Sex ; Female
- Marital Status ; Married
- Visa Status ; Working Visa
- Passport. No ; P5372376

#### **DECLARATION**

I hereby declare that the given information is true to the best of my knowledge

**ANJALI VISWANADAN**