

# **CURRICULAM VITAE**



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## **ANITHA G**

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*Email: [anithaganeshkumar@gmail.com](mailto:anithaganeshkumar@gmail.com)*

*Visa Status: Employment Visa*

### **Career Objective**

*My immediate career goal is to work with reputed organization having a congenial working environment and where challenging opportunities are available to contribute towards the development of the organization.*

### **Experience**

#### **➤ Customer Relation Executive**

*(Al Ahalia Money Exchange Bureau -Abu Dhabi Branch–  
Since 2022 to Present)*

### **Duties:-**

- Handling various customer service functions such as ensuring receipt of cash, cheques, currency exchange, cross sell different products, telephone answering.*
- Carry out smooth and error-free transactions within the branch, ensuring all activities are completed within timescales and with a high degree of accuracy.*

- *Handling WPS*
- *Handling customer complaints in a friendly and professional manner*
- *Provide information and guidance to customers through the delivery of excellent customer service to resolve customer queries and achieve customer satisfaction.*
- *Ensure that all UAE Central bank regulations and AML policies and procedures are implemented in the daily transactions/to combat money laundering activities.*
- *Handling money products and bank transfer like instant cash, trans fast /outward remittance/inward remittance*

➤ **HR Assistant Cum Receptionist –(2019 To 2021)**

***(Kannan Paints and Radhas Hardware, Kerala, India)***

**Duties:-**

- *Support human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information.*
- *Substantiates applicant skills by administering and scoring tests.*
- *Schedules examinations by coordinating appointments.*
- *Serves visitors by greetings, welcoming and directing them appropriately.*
- *Notifies company personal of visitor arrival.*
- *Maintaining security and telecommunication system*
- *Inform visitors by answering or referring enquiries.*

### **Academic Qualifications**

<b>Qualification</b>	<b>Specialization</b>	<b>Institution</b>	<b>Year of passing</b>	<b>Mark/Grade</b>
Degree	Chemistry	SDC Alappuzha	2016	75%
Plus Two	Science	NSHSS Nedumudy	2013	85%
SSLC		NSHSS Nedumudy	2011	84%

### **IT Skills**

- Diploma in Computer Application
- Office Automation
- MS Word, MS Excel, MS PowerPoint

### **Languages known**

- English, Malayalam & Hindi

### **Personal Details**

Date of Birth : 12.06.1995  
Gender : Female  
Nationality : Indian  
Marital Status : Married  
Father Name : Ganeshkumar B  
Religion & Caste : Hindu, Nair  
Passport Number : P4772957

## **Declaration**

I do here by declare that the information given above is true to the best of my knowledge.

**Place:** Abu Dhabi

**Date :**

**ANITHA G**

