



Anup Antony

45A Street Pioneer
Building 34, Floor 1st,
Apartment Al Karama
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Emirates

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PROFILE

Looking for a challenging career in an organization where I can use my knowledge and skills and improve the same effectively.

PASSPORT DETAILS

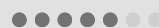
Passport No : W8204758
Date of Issue : 07-12-2022
Date of Expiry : 06-12-2032
Visa Status : Visit Visa

SKILLS

Communication skills



Problem Solving



Creativity



Leadership



WORK EXPERIENCE

SALES ASSISTANT

LAKSHMI TRADING COMPANY

APR 2018- DEC 2022

- Meeting with clients virtually or during sales visit.
- Demonstrating and presenting products.
- Negotiating contracts and packages
- Maintaining Stock
- Experience in billing section
- Purchase invoice Entry

FRONT OFFICE STAFF

DIOCES OF BHADRAVATHI

JUL 2013- JAN 2018

- Attending the calls
- Arrange meetings
- Coordinating office activities
- Driver for chancellor

EDUCATION HISTORY

Diploma in Computer Application

Manipal Computer Academy, Koppa

Jun 2019 - Jan 2020

- Completed DCA with A grade

Higher Secondary Education

Govt. Junior College, Koppa

Jun 2010 -May 2012

Secondary Education

ST Joseph's High School, Koppa

Jun 2009 -May 2010

LANGUAGES

- English
- Hindi
- Malayalam
- Kannada
- Tamil