

# RESUME



**ANWER KADER. A**  
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## PERSONAL STATEMENT

I'm an Experienced as an "Administrative Secretary" looking for a New Opportunity within a Large or Small Operation in Overseas.

## TECHNICAL SKILLS

✓ Outlook | Tally ERP| Double Click ERP | MS OFFICE | Crush Pay slips.

## CERTIFICATE

Working as an "Administrative Secretary" With 5 Years & "Assistant Accountant Cum HR" In More than 2 Years with Trustful Experiences.

## EDUCATION

- ✓ Anna University of Madras – 2010 to 2012 **MBA** - Finance & HR (66%).
- ✓ Bharathidasan University of Trichy -- 2007 to 2010. **B. Com.**, (62%).
- ✓ G.H.S.School HSC - (80%) – 2006 to 2007. / SC -2004 to 2005 (72%).

## INTERNSHIP PROJECT

To Study on "PERFORMANCE AND FINANCIAL APPRAISAL IN ETA TECHNO PARK LTD, CHENNAI".

## EMPLOYMENT

### ASSISTANT HR CUM ACCOUNTANT

Bharath Steel Private Ltd. Karaikal| INDIA.

Dec. 2012 to Feb. 2014

#### Achievements:

- ✓ I was in charge of the Reconciliations for Bank Accounts
- ✓ I Recovered in outstanding debts from clients.
- ✓ I Deal with Bridge of overall Staff's, Employee's and Worker's.
- ✓ I was in charge the Company Petty Cash during My Time Accounts.
- ✓ I was Managed Payroll for All Worker's.

# RESUME

## **ADMINISTRATIVE SECRETARY**

Al - Nimran Group of Company. Al – Khobar | KSA.  
April-2014 to August -2017.

### Achievements:

- ✓ Assisting with the Day to Day Operations, Clerical and Administrative support to Executives, greet and direct visitors and direct them.
- ✓ Managing Sickness Records and Writing Individual Non-standard Letters and Emails to Employees. Ensuring that all company Processes & Procedures are properly Followed.
- ✓ Skilled in Scheduling Meetings, making Travel Arrangement, Appointment & Monitored movements of Clients in waiting Room. Booking of the Rental Car, Flights, Hotel, Food, Transport, Bills,
- ✓ Conduct clerical Duties, including Filing, answering phone Calls, responding to Emails. Handling an Office & Executive's Company Oriented Petty cash.
- ✓ Manage the Repair, Maintenance of the Computer, Office Equipment, Stationary items & Good Responsibility Person also.
- ✓ Supervise & Co-ordinate to House Keeping, Apartment Agreement Renewal, Conducting Training,
- ✓ Supervise completion of the payroll, Review payroll reports.

## **ADMINISTRATIVE SECRETARY**

Aadil Solar Energy, Chennai | INDIA.  
March – 2018 to September – 2019.

### Achievements:

- ✓ Provide Administrative and Clerical Support to Departments or Individual.
- ✓ Schedule & Arranged the meetings, Travel & Keep with Vouchers and Records.
- ✓ Prepare Correspondence and stuff Mail into Envelopes.
- ✓ Responsible for supporting high-level executives and management or entire departments. Confidential and Sensitive Documents.
- ✓ Prepare the Scheduling, Writing correspondence, Emailing, Handling Visitors, Routing Callers and Answering Questions & Requests.

## **PERSONAL INTERESTS**

Reading | Volleyball | Badminton | Internet Surfing | Cultural Activities | Debate.

## **LANGUAGES**

Tamil- O | English- O | Malayalam- S & M | Hindi- S & N | Arabic- O & M.

## **PERSONAL DETAILS**

Father's name : Anthaj Ali.S  
Date of Birth : 03.06.1990  
Marital Status : Married.  
Gender : Male.

## **INTRO MY SELF**

- Good Communication and Presentation Skill | Ability to Absorb & Proceeded.
- Self Motivate and Update Current Issues | Ability to Work Collaboratively.
- Ability to Fit into a Multi-Cultural Environment | Smart Worker.

Place: **INDIA**

**ANWER KADER.A**

Date: