



# Anakha Viswanath

Dubai

+971 501236977 | anakhaviswanath2001@gmail.com

## Objective

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To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

## Experience

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- **Senta green shipping** 01/09/2025 - 20/01/2026  
Telesales executive cum receptionist
  - Making calls to customers
  - Handling front desk jobs
  - Replying to calls coming to office
  - Greet customers
  - Supporting the sales and operations team
- **Globelink Marketing Services** February 2025 - September 2025  
Sales Manager
  - Building team
  - Giving the sales training
  - Guiding clients for the back end process
  - Making sales
- **Fourth Venture Commercial brokers Est** May 2023 - Feb 2025  
HR assistant cum sales coordinator
  - Calling clients and introducing our services
  - Assisting them for investment
  - Assisting HR for the works
  - Replying to the mails recieved
  - Guiding clients for the services provided by the platform
- **Edkey technologies Logistics Academy ,Kochi** March 2022 - Feb 2023  
Admin cum Academic counsellor
  - Daily front front desk operations
  - Managing fee records of students
  - Calling and introducing our logistics institution
  - Handling enquiries

## Education

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- **Cms college,Kottayam,Kerala** 2019-2022  
Bachelor of vocation in information technology
- **Soften Technologies,Kochi,Kerala** 2022-2023  
PHP development

## Skills

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- Communication •Team building •MS office •MS Excel •Sales

## Languages

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- English
- Hindi
- Malayalam
- Tamil

## Reference

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- **Akhil Dev - "Globelink marketing services LLC "**  
Portfolio Manager  
+971 553710668

## Personal Details

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- - •Marital Status: Single
  - •Nationality: Indian
  - •Gender: Female
  - •Visa status:Visit Visa