

ANVESH KOPPERA

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CAREER OBJECTIVE:

To benefit my organization through Smart work, and dedication and to benefit myself by attaining significant knowledge and position so as to enjoy my professional and personal life.

PROFESSIONAL / TECHNICAL TRAINING:

- Successfully Completed Training As front office & housekeeping Program in Raddison blue Hyderabad (B.H.M.C.T)
- Successfully Completed Training at Raddison resort goa as a supervisor in housekeeping

EDUCATION:

- Degree in Bachelor of Commerce (Three Years)
- Passed H.S.C from T.S Board (2nd Division)
- Passed S.S.C A.P Board. (2nd Division)

COMPUTER SKILLS:

- Operating system: Windows 8.1/10
- Microsoft Office
- Google Drive (Docs, Sheets, Slides, Forms)

WORKING EXPERIENCE: - TOTAL EXPERIENCE -4 YEARS

1. **Worked with Matel contracting and trading in Doha, Qatar from Sep 26 2018 to march 13 2019 7 months**

Job Profile: Public Relations officer

- Carrying the documents to the ministry ex: Ministry of foreign affairs chamber, labor, CID
- Collecting the documents and delivery on time
- Well-known Qatar for 4 years as labor law ministry
- Carrying Qatar driving license well knows Qatar traffic rules and routes

2. **Currently Working with Helpline group WLL Doha, Qatar from March 2019 to till Date. 3.8 months**

Job Profile: consultant

- Handling emails & calls update day to day
- Certificate attestation, police reports, wes process to Canada
- Booking Appointments in the embassy
- Attending the clients
- Attending the meetings to give the best sales
- Archiving the target every month

SKILLS:

- Good at interpersonal relations.
- Professional and positive attitude.
- Hardworking & punctual.
- Able to manage multiple tasks in a pressured environment.
- Strong customer service skills and attention to detail.
- Ability to foster teamwork among team members.
- Able to work in odd shift timings.

PERSONAL DETAILS:

- **Place of Birth:** Hyderabad, India
- **Date of Birth:** 10th April 1999
- **Gender:** Male
- **Languages Knows** English, Hindi, Telugu, and Malayalam.
- **Marital status:** Single.
- **Hobbies:** Meeting new people, Traveling, and exploring.
- **Qatar driving License :** Yes

PASSPORT AND VISA DETAILS:

- **Passport No:** R 2 0 7 3 0 4 9

Validity: From 12/09/2017 to 11/09/2027

- **Visa Status:** Employment (Doha, Qatar)
- **Sponsored by:** best way contracting and hospitality

DECLARATION

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

Date - 03/Dec/2022
Place - Doha, Qatar

Anvesh Koppera