



M. ANISH KAMAL



+91 8870755756



ANISHKKAMAL@gmail.com.

PASSPORT NUMBER: M6820972

TOTAL WORK

EXPERIENCE

5.3 YEARS

AGE

30

CARRIER OBJECTIVE

To be associated with a progressive organization, which can skills as professional me with a dynamic work sphere to extract my inherent skills as a professional, and assimilate knowledge in the fields.



Education

MBA (Logistics & Supply Chain Management)

Bharathiyan University
Coimbatore, Tamilnadu.

Graduated, July 2017

Marks 58%

B Sc (Information Technology)

GRD College of Science
Affiliated to Bharathiyan University
Coimbatore, Tamilnadu.

Graduated, April 2015

Marks 64%

HSC (Accounts with Computer Science)

Keartiman Matric Higher Secondary School
Coimbatore,
Tamilnadu.

Graduated, April 2012

Marks 68%



Skills

- Supervising the team
- Computer Admin
- Hardware Modifying
- Promoting and Handling
- Sales & Marketing



Work Experience

August 2020 – January 2023

ADMINISTRATOR

SRI SASTHA AGENCIES PVT LTD

Coimbatore, Tamil Nadu.

(NANDI MARK GROCERIES ITEM AUTHORISED DEALER)

HANDLING SALES & DISTRIBUTING THE FOOD PRODUCTS

- Direct Visit Wholesale & Retail Shops.
- Preparing New Bills.
- Arranging Transportation for Delivery.
- Export and Importing Products to Client places.

April 2018 – 2020 JUNE (2years 2months)

ASSISTANT ADMIN OFFICER (MEDICAL CLAIMS)

National Life & General Insurance

MUSCAT – SULTANATE OF OMAN.

- Receiving Bulk Medical Claims from Hospitals.
- Verify the Boxes Bar Codes.
- Shifting to Direct Billing Section for Official Process.
- Collecting the Finished Process Claims.
- Arranging Transportation For shifting and Arranging Driver.
- Do Excel Entry for all Providers and Hospitals.
- Scan the Documents and Convert into PDF format.
- Upload into company database link through Online.



Computer Proficiency

- Word 2010
- Excel 2010
- Power Point 2010
- Adobe Reader
- Adobe Photo shop
- Mac OS
- Windows



Languages

- Tamil (Speak & Write)
- English (Speak & Write)
- Malayalam (Speak)
- Hindi (Speak)



Personal Interests

- Photography
- Traveling
- Streaming
- Physical Fitness



Personal Details

Father's Name: Mr. Muralidharan
Birthday : 03/09/1992
Gender : Male

Marital Status: Married
Nationality : Indian



Contact Number : +91 8870755756



What's app Number : +91 8870755756

LOCAL CONTACT NUMBER :

Declaration

I, Anish Kamal, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

ANISH KAMAL M

Coimbatore, India