

ANNETTE ANTO

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EXPERIENCE

Part-Time Coordinator

Fragomen

09/2023 - 12/2023 Dubai, UAE

- Managed and completed key projects across multiple departments
- Prepared government-required immigration application forms using various portals
- Created and maintained organized client case records

Coordinator Intern

Fragomen

07/2023 - 09/2023 Dubai, UAE

- Scheduled logistics and task bookings as per case team instructions
- Prepared and handled approved documents and original support documents
- Recorded and tracked expiration dates of important documents

Part-Time Sales Promoter

Think & Learn Pvt. Ltd

03/2022 - 04/2022 Dubai, UAE

- Engaged with customers, providing detailed product information
- Achieved and exceeded daily sales targets, producing detailed sales reports

EDUCATION

Bachelor's in Law with Criminology

Middlesex University

2024 Dubai

- On track for first-class honours

Indian High School

2021 Dubai

- Graduated with a GPA of 3.5/4.0
- Subjects: Accountancy, Business, Economics, Marketing, English

LANGUAGES

English

Native



Arabic

Beginner



German

Beginner



Hindi

Advanced



Malayalam

Native



SKILLS

Excel

Microsoft Office

Powerpoint

Sql