

Anusha V.S

**Address:**

Sharjah, United Arab Emirates,
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Marital Status:

Married

Summary

A website builder who is working on the creative side of producing a website and responsible for designing visual elements for using online, reflecting the company's branding and design aesthetic. I can create layouts for landing pages, product pages and other areas of the website and test different designs to see which are most effective.

Experience

07/2025 Currently working

Website builder Freelance Work

- Taking key roles in design and layout of a website.
- Developing clean, modern and SEO friendly portfolio websites and other websites.
- Building and designing responsive websites using Wordpress and Wix.
- Customizing website themes and templates based on client or project requirements.
- Ensuring websites are user-friendly, fast-loading and mobile optimized.
- Implementing essential website features such as contact forms, galleries, media and e-commerce functionality.
- Ensuring cohesive branding and content placement.
- Performing regular updates, maintenance, backups and troubleshooting for the websites.
- Ensuring websites comply with web standards and best practices.

02/2022 04/2023

Project Coordinator GNOSIS

- Done administrative duties.
- Done documentation work.
- Done data entry.
- Provided guidance for the trainees.
- Followed communication procedures, guidelines and policies.
- Oversaw procurement of project materials, ensured timely delivery and compliance with project specifications.

Customer Service Executive GNOSIS

- Maintained excellent customer satisfaction by offering friendly, helpful and informative customer service
- Followed-up on customer interactions to provide further support
- Managed time effectively to handle multiple customer queries simultaneously without compromising service quality
- Managed all complex complaints, issues and problems to maintain customer satisfaction
- Followed company regulation, policies and processes
- Responded to customer emails with accurate and professional replies
- Managed high volume of customer enquiries via telephone, email and live chat providing prompt and Courteous responses
- Attended incoming enquiries within target timeframes
- Listened clients to identify requirements and prepare accurate tickets for further action

Education

2025

Skillmount Management Training Center L.L.C Advanced training course in digital marketing, (5 months)

2018 2020

Santhigiri college of computer sciences. Master of Social Work

03/2018

St. George College Vazhakkulam Ba.English, Language and Literature.

Languages

Malayalam Native

English Advanced

Hindi Intermediate

Additional Skills

Additional Skills

- Digital Marketing
- Customer Service
- Project management
- Website development
- Content creation
- Data entry
- Excellent time management
- Technical skills like word,Excel and PowerPoint
- Active listening
- Communication skills

Custom Section

Declaration

I hereby declare that the above mentioned informations are true to the best of my knowledge.

Place: UAE

Anusha V.S