**Anju Subramanian**

Email ID- anjuss115@gmail.com  
Contact No. +91 – 7594059539

**Career Objective**

Highly managerial skills want to implement for organizational growth and it should also provide me financial stability.

**Career Summary**

* A detail oriented and highly skilled in managing the things possesses rich experience of 5 years as Office Assistant.
* Proficient in managing the documents.
* Expert in prioritizing the work.
* Excellence in providing comprehensive secretarial and administrative support to colleagues.
* Proficient in executing the programs using the limited resources.
* Expert in assisting the seniors and manage the routine daily organization life.
* Responsible to handle the telephone enquiries.
* Typing
* Documentation Skills
* Responsible for checking the office’s assets are in good condition.
* Responding the mails.

**Personal Qualities**

* An enthusiastic person who performs all office tasks to the highest standard and within given timescales.
* Excellent communication skills in written and verbal both.
* Proven electronic diary management skills.
* Good telephone manner and client interface skills.
* Team work.
* Good command over handling the documents.
* Can manage multiple tasks
* Can get work done from others easily.
* Hard working and loyal.

**Computer Knowledge**

* Proficient in basic use of computer
* MS Office, MS Excel, MS Word.
* Internet savvy.

**Key Responsibilities Handled**

* Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* Responsible to handle the telephone enquiries.
* Make daily work plan of seniors with proper timing.
* Provide general information to the customers.
* Manage the documents in proper way.
* Handle all the other responsibilities related to the job.
* Expert in Emigration work.
* Responsible for handling the petty cash and keeping the record of expenses.

**Employer**

* Working as an office assistant in Jaas Placements & Consultants (P) Ltd. from 2013 - present.

**Academia**

* Graduate from M.G University. (B.com with Computer passed with 52 %).
* Diploma in Computerized Financial Accounting (DCFA).

**Personal Details**

Date of birth - 15/01/1992  
Languages Known – Malayalam, Hindi, English, Tamil

Address– Srambical House

Elavoor P.O.Angamaly – 683572.

Ernakulam,Kerala.