

ANJU JOHNSON

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OBJECTIVE

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

ACADEMIC DETAILS

Degree/Course	Institution	Year of Passing	Percentage / Grade
B.E in Information Science & Engineering	Shree Devi Institute of Engineering & Technology,Mangalore,Karnataka	2015	62%
Plus Two	Depaul E.M.H.S.S, Angamaly,Kerala	2010	70%
SSLC	St.Joseph's H.S,Poovathussery	2008	78%

WORK EXPERIENCE

Organization	Designation	Duration
AXIANTA SOLUTIONS	OFFICE ADMINISTRATOR	Sep 2015 - Oct 2017
SANGEETH HOSPITAL	Administration staff	Feb 2018 - till date

Role

- Coordinating office activities and operations to secure efficiency and compliance to company policies. Supervising administrative staff and dividing responsibilities to ensure performance. Keep stock of office supplies and place orders when necessary.

PROJECT DETAILS

Title : BEST PEER++

Description : A PEER-TO-PEER BASED LARGE SCALE DATA PROCESSING PLATFORM.

Duration : 3months

Team Size : 3

FIELD OF INTERESTS

- Administration
- Programming
- Education

SKILLS

- PHP
- Bootstrap
- CSS
- Microsoft Office
- Excel

ACHIEVEMENTS

- Participated in Aptitude related analytical skills programme,Mangalore on sep 2014

CURRICULAR ACTIVITIES

- Cultural programs
- Social services

STRENGTH

- Sincere
- Honest
- Hard working

HOBBIES

- Internet Surfing
- Traveling
- Listening to Music

REFERENCE

Jose K Varghese
Administrator Officer
Sangeeth Hospital
admin@sangeeth.com
9496462568

DECLARATION

I hereby declare that the above information are true to the best of my knowledge and belief.

Date : 24-07-2018
Place : Moozhikkulam



(ANJU JOHNSON)