



## RESUME

**ANIT MARY JOSEPH**

Kanjikara House

Ramankary Po Alappuzha

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### OBJECTIVES

- To acquire a position more suited to my skills and capabilities.

### EDUCATIONAL QUALIFICATIONS

- **Diploma of G- Operator(3 months) 2018**  
G-Tec Computer Education at Changanacherry.
- **Master of Business Administration ( MBA) HR and Marketing (2015-2017)**  
St. Joseph's College of Engineering and Technology, Pala (Affiliated to MG University)
- **Bachelor of Arts Communicative English( BACE) Triple Main ( 2012-2015)**  
Assumption College, Changanacherry (Affiliated to MG University)

### PROJECT DETAILS

- **Eden Public School, Manjadikkara ( Nov 4<sup>th</sup> 2013- Nov 29<sup>th</sup> 2013)**  
Duration: One Month  
Specifications: Training Teacher  
Duties and Responsibilities: Teaching LKG to 9<sup>th</sup> standard students.
- **Malyala Manorama, Kottayam ( Dec 1<sup>st</sup> 2014- Dec 31<sup>st</sup> 2014)**  
Duration: One Month  
Specifications: Trainee Reporter  
Duties and Responsibilities: Reporting, Editing and Collecting News.

- **Malayala Manorama, Kottayam ( May 2<sup>nd</sup> 2016- June 2<sup>nd</sup> 2016)**  
Duration: One Month  
Specification: Study about Organisation
- **Malayala Manorama, Kottayam ( May 2<sup>nd</sup> 2017- June 30<sup>th</sup> 2017)**  
Duration: Two Months  
Specifications: Project Trainee  
Topic: Effectiveness of E- recruitment Practices at Malayala Manorama
- **The Zuri kumarakam Resort and Spa ( December 20<sup>th</sup> 2017 – May 20<sup>th</sup> 2018)**  
Duratuion: Six Months  
Specifications: HR Trainee (Internship)

#### **TECHNICAL QUALIFICATIONS**

- Microsoft Office – Word, Excel and Power Point

#### **PERSONAL INTEREST**

- Playing Badminton, Writing Poetry and Listening Music.

#### **STRENGTHS**

- Honest, Self- Motivated, Hardworking and Optimistic.

#### **LANGUAGES KNOWN**

- Malayalam and English

#### **PERSONAL DETAILS**

- Nationality : Indian
- Date of Birth : 01/10/1994
- Gender : Female
- Age : 24

#### **DECLARATION**

I declare that all the above information is correct to the best of my knowledge and belief.

Anit Mary Joseph

Place: Ramankary

Date: