**Ms. PRAVEENA ANOOP**

Kayamkulam

Mobile (India): +91 9447993172

Mobile (India): +9197467417 42

 : 0479 2331255

E-mail: **praveenaanoop@gmail.com**

**A MBA Grad with 5 years hands on experience in Marketing , Accounts and Administration**

**Vision & Objective**

In quest of career enrichment with a Leading organization of high repute and want to prove myself to be a valuable asset for the company.

**Professional Experience**

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| **Organization Name** | **CICON REBAR SOLUTIONS (P) LTD** |
| Work Location | **Cochin, Ernakulum, Kerala** |
| Period (Duration) |  April 2015 – July 2017 |
| position | Administrative Assistant |
| Responsibilities | * Provide general administration and clerical support
* Organize the scheduling of meetings
* Support budgeting and book keeping
* Create, update and maintain personnel records, financial records, and other records/data
* Manage phone calls
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|  **Organization Name** | **MILMA DAIRY** |
| Work Location | **Kollam, Kerala** |
| Period (Duration) |  June2011 – April 2014 |
| Position | Marketing Organiser(Appr. Trainee) |
| Responsibilities | * **Complaint cell duties**
* Attending phone calls from customers and agents
* Place orders of milk
* Maintaining Registers
* Verifying accounts
* Complaints settlement
* **Despatch duties**
* Despatching milk as per order
* Maintaining stock
* Submission of reports
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|  **Organization Name** | **GOVT VOCATIONAL H. S. SCHOOL** |
| Work Location | **Kottankulangara, Kollam, Kerala** |
| Period (Duration) |  June2010 – March 2011 |
| Position | **VOCATIONAL INSTRUCTOR** (Marketing and salesmanship) |
| Responsibilities | * **Lab duties**
* **Teaching**
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**Skills**

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| Well versed with Ms office |
| Financial Accounting(Tally)- NORKA |

**Academics**

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| **Education**  | **Institute**  | **Year of Passing**  | **Percentage**  |
| MBA | Institute of Management in Kerala | 2009 | 66 |
| BBA | University Institute of Technology | 2006 | 67 |
| VHSE | Govt.VHSE, kollam(Marketing and salesmanship) | 2003 | 73 |

**Personal Information**

* Sex: Female
* Marital status: Married
* Date of Birth: 19th Jan 1985
* Religion: Hindu
* Nationality: Indian
* Languages Known: English, , Malayalam (Mother Tongue)

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