



## **ANJU JOHNSON**

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Maliyeckal House, Kurumassery P O, Moozhikkulam, Ernakulam Dist, Kerala-683579

### **CAREER 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 QUALIFICATIONS:**

<b>Qualification</b>	<b>Institute</b>	<b>University/Board</b>	<b>Year of passing</b>	<b>% Marks/CGPA</b>
B.Tech (Information Science & Engineering)	Shree Devi Institute of Technology, Mangalore, Karnataka	Visvesvaraya Technological University	2015	62% (Second Class)
Higher Secondary	Depaul E.M.H.S.S, Angamaly, Kerala	Kerala state board	2010	70%
Secondary	St. Joseph's H.S, Poovathussery	Kerala state board	2008	78%

### **WORK EXPERIENCE:**

- **Worked as OFFICE ADMINISTRATOR in AXIANTA SOLUTIONS from Sep 2016 to Nov 2017**
- **Worked as INSURANCE COORDINATOR in SANGEETH HOSPITAL from Feb 2018 to Feb 2019**
- **Working as Jr Project Coordinator Cum Office Administrator in Realtech Foundation and Construction, Cochin, Kerala, India  
(Feb 2019-Present)**

(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.

Site Coordination, Handling site and managing the site team, Site Budgeting & scheduling, Handling any other timely responsibilities, Dealing with Client, Coordinating with Architect, Consultants, & Clients, Billing of all sites, Reconciliation of payment receivables, Checking vendor's bill, Estimate and Rate analysis, Preparing BBS, Tendering)

## SOFTWARE SKILLS:

PHP  
MS Office  
Excel

## ACADEMIC PROJECTS UNDERTAKEN:

➤ **BEST PEER++**

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

Duration : 3months

Team Size : 3

## SOFT SKILLS:

- Ability to grasp and learn new thing fast and accurately
- Disciplined in daily and professional life
- Flexibility and adaptable to situation
- Good communication skill & Good leadership quality
- Strong analytical and people management skills

## PERSONAL DETAILS:

<b>Name</b>	: ANJU JOHNSON
<b>DOB</b>	: 26/12/1992
<b>Languages known</b>	: English, Malayalam, Hindi
<b>Nationality/Religion</b>	: Indian/ Christian
<b>Marital status</b>	: Married

## REFERENCE:

➤ **Mr. JOSÉ K VARGHESE**  
ADMINISTRATOR OFFICER  
SANGEETH HOSPITAL  
Contact no : +91-94964 62568

➤ **Mr. Abdul Khaddar**  
HR Manager  
Realtech Foundation & Construction  
Contact no: +91-8547751007

## DECLARATION:

I hereby declare that the information as given above is true to my knowledge and nothing has been concealed or modified.

Place: Ernakulum, Kerala, India

*ANJU JOHNSON*