

CURRICULUM VITAE



ANJU JOSEPH

Address for Communication:

Arimattathil(H)
Upputhodu(P.O)
Upputhodu
Idukki Dist.
Kerala. Pin 685604

Contact no:

+91 8111854142

+91 9947062485

E-MAIL:

anjujoseph0108@gmail.com

Personal Details:

Date of Birth : 01-Aug-1995

Age : 25

Gender : Female

Nationality : Indian

Religion : Christian

Mother Tongue: Malayalam

Marital Status : Single

Father's Name : Joseph Mathew

Linguistic : Malayalam
Proficiency : English, Hindi

CAREER VISION

Acquire a challenging career with a dynamic organization where I can efficiently utilize my skills, experience and make a significant contribution towards the goal of the organization and thereby self-development.

EDUCATION QUALIFICATION

- ❖ **Bachelor of Commerce (Computer)**, from Santhigiri College Vazhithala, Kerala on May 2016 with 67 %
- ❖ **Higher Secondary**, from SMHSS Murickassery, Kerala. Completed on March 2013 with 68%
- ❖ **SSLC**, from SJHS Upputhodu, Kerala. Completed on March 2011 with 80%

WORK EXPERIENCE

- ❖ Working in Holy Cross Hospital Kottiyam from 03/12/2018 and still continuing. **As an Admin. Office Secretary. Also worked in Billing sections (IP&OP) as an Executive.**
- ❖ 1 Month Billing Executive in **LULU Mall** Edappally, Kochi

LANGUAGES KNOWN:

English, Hindi, Malayalam (Read, Write and Speak)

COMPUTER SKILLS:

- ❖ Tally
- ❖ GST
- ❖ Office Automation: MS-Office 2008(MS-Word, MS-Excel, MS PowerPoint, MS Photoshop)

PERSONAL STRENGTHS:

- ❖ Good Leadership Quality
- ❖ Good Communication skill
- ❖ Good Understanding Ability

REFERENCE:

Sr. Vinny Vettukallel

Administrator

Holy Cross Hospital

Kottiyam, Kollam

9496085050

04742538202

Sr. Sumitha

HR Manager

Holy Cross Hospital

Kottiyam, Kollam

9496166115

04742538221

DECLARATION:

I hereby declare that the information provided is true to the best of my knowledge.

Yours Genuinely,

Anju Joseph

Place : Upputhodu

Date : 24.11.2021