**CURRICULUM VITAE**

**ANIT MARY JOSEPH**

Kanjikara House,

Ramankary P.O

Alappuzha District

Mob: 8593839656

Email:anitjo023@gmail.com

**OBJECTIVES**

To secure a challenging position in a reputable organisation to expand my learnings, knowledge, and skills.

**PROFESSIONAL EXPERIENCE**

**Asonic Logistics Middle East LLC, Dubai, UAE**

17th November 2019- 30th May 2020

Duration: Six and Half Months

Designation: Filing Clerk

**DUTIES AND RESPONSIBILITIES**

* Develop & maintain a filing system.
* Maintain computer & Manual filing system.
* Carry out administrative duties such as filing, typing, copying and scanning etc.
* Reply to emails and telephone enquiries.
* Prepared to Petty cash payments for basic transactions like Receipts and payments etc.

**Sreegiri Tours and Travels,** Thiruvananthapuram, Kerala, India.

04th June 2018 - 08th June 2019

* Duration: 1 year
* Designation: Admin Executive

**DUTIES AND RESPONSIBILITIES**

* Develop and maintain a filing system
* Order office supplies
* Carry out administrative duties such as filing, typing, copying, binding, scanning etc.
* Maintain computer and manual filing systems
* Take accurate minutes of meetings
* Coordinate office procedures
* Reply to email, telephone or face to face enquiries.

**EDUCATIONAL QUALIFICATIONS**

* **Master of Business Administration ( MBA) HR and Marketing**

St. Joseph’s College of Engineering and Technology, Pala, Kerala, India

(Affiliated to MG University, Kottayam)

Year: 2015-2018

* **Bachelor of Arts Communicative English( BACE) Triple Main**

Assumption College, Changanacherry, Kerala, India

(Affiliated to MG University, Kottayam)

Year: 2012-2015

* **Diploma of G- Operator(3 months) 2018**

G-Tec Computer Education, Changanacherry, Kerala, India.

**TRAINING & INTERNSHIP**

* **Malayala Manorama, Kottayam**

*(May 2nd 2017- June 30th 2017)*

Duration: Two Months

Specifications: Project Trainee

Topic: Effectiveness of E- recruitment Practices at Malayala Manorama

**PROJECT DETAILS**

* **Eden Public School, Manjadikkara**

*(Nov 4th 2013- Nov 29th 2013)*

Duration: One Month

Specifications: Training Teacher

Duties and Responsibilities: Teaching LKG to 9th standard students.

* **Malyala Manorama, Kottayam**

*(Dec 1st 2014- Dec 31st 2014)*

Duration: One Month

Specifications: Trainee Reporter

Duties and Responsibilities: Reporting, Editing and Collecting News.

* **Malayala Manorama, Kottayam**

*(May 2nd 2016- June 2nd 2016)*

Duration: One Month

Specification: Study about Organisation

**TECHNICAL QUALIFICATIONS**

* Microsoft Office – Word, Excel and Power Point

**LANGUAGES KNOWN**

* Malayalam and English

**PERSONAL DETAILS**

* Nationality : Indian
* Date of Birth : 01/10/1994
* Gender : Female
* Age : 27

**DECLARATION**

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

Anit Mary Joseph

Ramankary

31-12-2021