



SUSNA JOY

@ annsusna24@gmail.com

9995076530

Edassery (H)

GGRA 051, first floor

Homely street (R), Opp. SNDP
Hall

Keerthinagar jn. Elamakkara P
O

f Annsusna

Skills

MS Office

Tally

Time management

Self motivation

Communication skill

Interests

Social service, leadership &
supervision

Cultural programs

Cooking

Language

Malayalam (Mother Tongue)

English

Tamil

Personal Details

Date of Birth : 24/06/1996

Marital Status : Single

Nationality : Indian

Objective

To work an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- INFRA ELEVATORS INDIA PVT. LTD, Palarivattom, Ernakulam** 2017 -
Marketing Executive Support 2018
Customer follow up, Sales supporting, MS office, Service updation, Paper work
- Er. RATHISH & VALUATION ASSOCIATES, Elamkullam, Ernakulam** 2018 -
Assistant Valuator & Analyst 2019
Home loan verification, Paper valuation, MS excel work
- ABBOTT HEALTHCARE PVT. LTD, Ernakulam** 2019 -
Zonal Business Manager Secretary
Handling mails, Travel Planning, MS Office presentation, Monthly Expenses sheet, Daily sales reporting, Schedule Meeting, Recorded New hires, Transfers

Education

- Indira Gandhi National Open University** 2021
M. Com Finance
- Bharath Mata College Thrikkakara, Ernakulam** 2017
B. Com Taxation & Finance
7.0
- L M C C H S S Ernakulam** 2014
Higher Secondary in Commerce Computer
7.5
- St. Antony's H S S Ernakulam** 2012
High School
7.0

Achievements & Awards

- Participated in National seminars

- Secured prizes in various cultural competition at school level