

## **ANITHA K JOHN**

Kokkadammalil (H)  
Mattakuzhy  
Varikoli (P.O.)  
Ernakulam  
PIN: 682308  
Mob: +91 8281414170  
Email: anithakjohnchn@gmail.com



### **CAREER OBJECTIVE:**

Self-motivated, highly passionate and hardworking fresher seeking for a responsible career opportunity to fully utilize my skills and knowledge, while making a significant contribution to the success of the company.

### **PERSONAL PROFILE:**

**Father's Name** : Yohannan K V  
**Mother's Name** : Sucy Yohannan  
**Date of birth** : 18-11-1998  
**Gender** : Female  
**Nationality** : Indian  
**Religion & Caste** : Christian, Forward Caste  
**Languages known** : Malayalam, English & Hindi  
**Marital Status** : Unmarried

### **EDUCATIONAL QUALIFICATIONS:**

<b>Qualification</b>	<b>Subject</b>	<b>Board/ University</b>	<b>Name of Institution</b>	<b>Percentage / CGPA</b>	<b>Month &amp; Year of Passing</b>
Diploma	Diploma in Commercial Practice	Technical Education Department, Kerala	Govt. Women's Polytechnic College, Kalamassery	8.41	September 2020
HSE	Science	Board of Higher Secondary Examinations, Kerala	St.Peter's Higher Secondary School, Kolenchery	73.00%	March 2017
SSLC	General Education	Board of Public Examinations, Kerala	Georgian Academy High School, Thiruvankulam	92.00%	March 2015

### **TECHNICAL SKILLS:**

- Typewriting English and Malayalam (Lower)
- Typewriting and Computer Word Processing English (Higher)
- Shorthand English and Malayalam (Lower)
- Shorthand English (Higher)

### **COMPUTER KNOWLEDGE:**

- Microsoft Word, Excel, PowerPoint.
- Adobe Photoshop, Adobe PageMaker.
- Tally ERP 9.0

### **INTERNSHIP/INDUSTRIAL VISITS:**

- **Khadi Grama Soubhagya, Kaloor**  
Visited and gain knowledge in District Khadi and Village with more advanced system of accounting.

### **ACHIEVEMENTS:**

- Participated in All India South Zone Polytechnic College Athletic Meet (2019, 2020).
- First Prize in 4x100m Relay in Kerala State Polytechnic College Athletic Meet.
- First Prize in 4x400m Relay in Kerala State Polytechnic College Athletic Meet.
- Third Prize in Badminton in Kerala State Polytechnic College Athletic Meet.
- Individual Champion in School and College level competitions.

### **WORK EXPERIENCE:**

- Worked as Technician Apprentice (Commercial Practice) at Hindustan Organic Chemicals Limited, A Govt. of India Enterprise, Kochi from 11<sup>th</sup> January 2021 to 10<sup>th</sup> January 2022.

### **REFERENCE:**

- **Mrs. Sajna S**  
Head of Diploma in Commercial Practice  
Govt. Women's Polytechnic College, Kalamassery  
Ph: 8129979981
- **Mr. Jayakumar**  
Lecturer, Diploma in Commercial Practice  
Govt. Women's Polytechnic College, Kalamassery  
Ph: 9447908574

**DECLARATION:**

I do hereby declare that the particulars of information and facts stated above are true, correct and complete to the best of my knowledge and belief.

**ANITHA K JOHN**