

ANJU J V

Contact

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Makayiram Vendalicode. P. O
Kulasekharam Kanyakumari
district Tamilnadu, Pincode
629161

Skills

Good Communication and 80%
Interpersonal skill Decision
making Problem solving
Leadership Teamwork Time
management

Microsoft Word Microsoft 100%
Excel Microsoft PowerPoint
Internet

Language

English Malayalam Tamil

Activities

Photo Editing Cooking
Gardening Drawing Paper craft

OBJECTIVE

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE

Infoesearch ITES pvt ltd	10/2/2021
CONTENT MODERATOR	- Till today
It is non voice process. Responsibility is to submit user generated content in an online platform and to make sure that items are placed in the right category, are free from scams, doesn't include any illegal items etc	
Voicene Technology	1/5/2020
Process Associate	-
It is non voice process Responsibility to Check and correct the documents	30/10/202
Freelancer	1/2/2020
MBA note maker	-
MBA note maker for online international students. My responsibility to prepare note for set of questions for exams	5/4/2020

EDUCATION

Anna University	2019
MASTERS OF BUSINESS ADMINISTRATION	
7.85	
Manonmaniam Sundaranar University	2017
B A English Literature	
55%	
Tamilnadu Board	
Higher Secondary School Certificate	
68%	
Tamilnadu Board	
Secondary School Leaving Certificate	
76.4%	

PROJECTS

Work Life Balance Among The Employees

MBA main project done in 2019 for 3 months in Kerala Automobiles Ltd, Kerala. I chosen the topic for project was Work Life Balance Among The Employees in Kerala Automobiles Ltd. I done my project successfully with the help of Employees in that organization. In that project helped to study deeply about the functions of an organization and got a chance to interact with Employees to know about their work life balance and using techniques can identify whether all employees are in work life balance

Organizational study

Organizational study was my 1 month MBA study project in Kerala Electrical and Allied Engineering, kollam. Studied about all departments in an organization. It helped me to understand all the functions done in an organization

DECLARATION

I hereby declare that the details and information given above are complete and true to the best of my knowledge.