

# Anusha Lijo

anushajacob1992@gmail.com

Tel +91.8592812454

Mambra House  
Kottuvally, Kaitharam  
n paravur - 683519  
Kerala

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## OFFICE ADMINISTRATION

Passionate in the belief that Administration is essential to the growth and success of an organization that wishes to scale and achieve higher levels of profitability. Aggressive and determined to find the strengths and weaknesses of both employees and an organization's culture so as to control and improve the productivity and profitability of a company. Experience 1 years and 6 months.

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## EDUCATION

### 10th(SSLC), Graduated, May 2008

St: mary's C G H S S Ernakulam  
SSLC — Marks 74%  
Ernakulam, Kerala

### Biomaths, 12th (HSE), Graduated, May 2010

Govt. H S S Vennala  
Higher secondary — Marks 72%  
Ernakulam, Kerala

### Physics, Bachelor of Science, Graduated, May 2013

Bharata Mata College , Thrikakkara  
Mahatma Gandhi University — Marks 72%  
Ernakulam, Kerala

### Applied Electronics, Master of Science, Completed, January 2016

School of Technology in Applied Sciences  
Mahatma Gandhi University  
Ernakulam, Kerala

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## WORK EXPERIENCE

September 2016 - October 2017

### OFFICE ADMINISTRATION

Godsland Holidays

I handled office administration with marketing, accounts, reception controls all activities in the office. Handling the clients with empathy.

*Ernakulam  
Kerala*

January 2016 - July 2016

### OFFICE STAFF

Educareer services pvt ltd

My responsibilities are handling clients via telecalling for abroad education to Australia, Newzealand and Canada. Help them for documentation and visa filing.

*Ernakulam  
Kerala*

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## SKILLS

Team oriented and results driven  
Public relations

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## COMPUTER PROFICIENCY

- Windows 8
- Windows 9

- Ubuntu
- Windows 7

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## LANGUAGES

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- Malayalam
- English
- Hindi

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## PERSONAL INTERESTS

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I love music. I am singer in choir team  
Travelling and enjoying variety regional food  
Reading  
Watching movies

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## PERSONAL INFORMATION

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|----------------|--------------|-----------------|---------|
| Father's Name: | Mr. Jacob    | Marital Status: | Married |
| Birthday:      | May 23, 1992 | Nationality:    | India   |
| Gender:        | Female       |                 |         |

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## DECLARATION

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**Anusha Lijo**

n paravur, Kerala