

# ANUPAMA NAVEEN

NIRNAYA (H) • BHUVANESHWARY ROAD •  
PONNURUNNI • VYTTILA P.O •  
ERNAKULAM • INDIA • PIN – 682 019  
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## CAREER OBJECTIVE

To pursue a challenging career in Service Industry by being associated with a progressive organization to keep pace with the latest trends and the work for the growth of the organization.

## EXPERIENCE

### HR ASSISTANT, POLAKULATH NARAYANAN RENAIMEDICITY

**Palarivattom, Ernakulam Dist. Kerala. From 07/08/2017 to 12/02/2022**

- Staff Joining formalities
- Pre Joining procedures
- Staff Promotion
- Statutory
- Staff Grievance and Memo
- Overseas References
- Employee clearances & Exit
- Preparing various monthly reports

### ACCOUNTS EXECUTIVE, MUTHOOT FINANCE

**Kurians Tower, Ernakulam Dist. Kerala. From 07/01/2013 to 30/08/2017**

- Customer Relationship
- Processes payments and documents such as invoices for Gold Loan, journal vouchers, employee reimbursements, and other statements.
- Posts financial data to appropriate accounts in an automated accounting system, according to instructions from Branch Manager.
- Daily Bank Reconciliation.
- Daily Main Cash & Petty Cash.
- TDS Filing
- Maintaining General Ledger
- Appraising Gold which comes for Gold Loan.

### **CUSTOMER SERVICE EXECUTIVE, AMWAY INDIA ENTERPRISES LTD**

**Ponekkara, Edapally, Ernakulam Dist. Kerala. Phone: (91) 484 2801234**

**From 01/10/2008 to 31/12/2011 (ISO9001 CERTIFIED)**

- Customer Relationship
- Handling all types queries related with Amway Distributors
- Handling cash in billing counters
- Maintaining monthly reports
- Conducting various product related training.

### **JUNIOUR EXECUTIVE,**

**AMRITA ENTERPRISES PVT LTD & AMRITA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTER, EDAPPILLY**

**Ponekkara , Edapally, Ernakulam Dist. Kerala. Phone: (91) 484 2801234**

**From 30/09/2006 to 25/02/2008 (ISO9001 CERTIFIED)**

- Providing employee welfare activities
- Recruitment
- Arranging Training Programs
- Grievance handling
- Providing Orientation programs
- Handling customers in emergency situation
- Report generation
- Preparing appraisal Reports & Salary Statement

### **EDUCATION**

- P.G. Diploma (Public Relations and Advertising), Kerala Press Academy, 2005-2006 (First Class)
- B.A (Economics), MG.University, 2002-2005 (First Class)
- Plus two(commerce), Board of Higher Secondary, 2000-2002 ( First Class)
- SSLC, State Board, 2000 (First Class)

## PROJECTS AND INTERNSHIPS

- One month project work in Human Resource Development and Public Relations at TVS motors, kaloor.

## TRAINING

- Undergone C-Dit sponsored training on visual media
- Prepared advertising campaign for social awareness

## COMPUTER KNOWLEDGE

- ✓ MS Office
- ✓ CBS (CORE BANKING SOFTWARE)

## BRIEF INDUSTRIAL VISITS AND STUDY OF PR &HR PRACTICES

1. Ayurvedic industry (Nagarjuna, Thodupuzha)
2. Malayala Manorama, Cochin

## INTERESTS

- Net Browsing
- Music
- Traveling
- Reading

## PERSONAL INFORMATION

Age & Date of Birth : 35, 04/05/1985  
Fathers Name : P. Aravindakshan  
Marital Status : Married  
Husband's Name : Naveen.N  
Languages Known : English , Hindi and Malayalam.

## DECLARATION

The above details are true and correct to the best of my knowledge and belief.

Place : Ernakulam

Date :

**Anupama Naveen**