

# ANJU JOSEPH



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## PROFILE

Acquire a challenging career with a dynamic organization where I can efficiently utilize my skills, experience and make a significant contribution towards the goal of the organization and thereby self-development.

## ACADEMI CQUALIFICATION

- ❖ **Bachelor of Commerce (Computer)**, from Santhigiri College Vazhithala, Kerala on May 2016 with 67%.
- ❖ **Higher Secondary**, from SMHSS Murickassery, Kerala. Completed on March 2013 with 68%.
- ❖ **SSLC**, from SJHS Upputhodu, Kerala. Completed on March 2011 with 80%.

## WORK EXPERIENCE

- ❖ Working in Aster Medcity Hospital Kochi from 17/01/2022 and still Continuing. **As Senior Associate in Billing.**
- ❖ Worked in Holy Cross Hospital Kottiyam from 03/12/2018 to 13/01/2022. **As an Office Executive in the departments of Admin Office KIOSK and Billing.**
- ❖ One Month Billing Executive in **LULU Mall** Edappally, Kochi.

## SKILLS:

- ❖ Tally
- ❖ GST
- ❖ Office Automation: MS-Office 2008 (MS-Word, MS-Excel, MS PowerPoint, MS Photo shop)

## PERSONAL STRENGTHS

- ❖ Good Leadership Quality
- ❖ Good Communication skill
- ❖ Good Understanding Ability

## REFERENCE

- ❖ **Sr.VinnyVettukallel** - Administrator, Holy Cross Hospital, Kottiyam, Kollam, 9496085050, 04742538202.
- ❖ **Sr. Sumitha** - HR Manager, Holy Cross Hospital, Kottiyam, Kollam, 9496166115, 04742538221.

## PERSONAL DETAILS

Date of Birth : 01-Aug-1995  
Age : 25  
Gender : Female  
Nationality : Indian  
Religion : Christian Mother Tongue: Malayalam Marital  
Status : Single  
Father's Name : Joseph Mathew  
Linguistic : Malayalam, English & Hindi. (Proficiency)

## PERMANENT ADDRESS

Arimattathil(H)  
Upputhodu(P.O)  
UpputhoduIdukki Dist.  
Kerala. Pin 685604.

## DECLARATION

There by declare that all the details furnished above are true and correct to the best of knowledge and belief.

**ANJU JOSEPH**