



Anjaly T K

MASTER BUSINESS ADMINISTRATION

To be a part of the challenging team which strives for the better growth of the organisation and which explores my potential and provides me with the opportunity to enhance my talent with an intention to be an asset to the company.



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7356701405



Thurayil House Thiruvaniyoor
(P O) Puthencruz Ernakulam -
682308 Kerala, Ernakulam,
India

SKILLS

Flexibility to handle changes

Ability to follow instruction

Dedicated to the goals of the company

Able to Work in team as well as independently

Expert in MS Word, Excel & software handling

Tally with GST

LANGUAGES

English
Full Professional Proficiency

Malayalam
Native or Bilingual Proficiency

Tamil
Limited Working Proficiency

Hindi
Limited Working Proficiency

INTERESTS

Travelling

Listening Music

Watching Films

Singing

WORK EXPERIENCE

Associate

Hykon Transcripts Pvt Ltd

Kakkanad

Two Year Experience as Customer Service Associate

Contact : Mrs. Bipsy Peter [Accounts Manager Hykon] - 9020662215

Customer Care Executive [CCE]

MapleLeaf Solutions

6 Months Experience as Customer Relation Executive

Achievements/Tasks

- Maintains Accounts and checking purchase of equipments, Accounting day to day Activities and employee wages

Contact : Mrs. Rabitha Krishnakumar {Senior Associate} - 8157951469

Customer Relation Executive [CRE]

Reliant Credits India Ltd

07/2021 - 06/2022

Thripunithura

Non Banking Finance

Achievements/Tasks

- Maintaining Customer register, calling customers and Gold Appraising, Software Handling

Contact : Denny Mathai (Branch Business Manager - 8130775434

ACHIEVEMENTS AND EXPERIENCES

Attended the KMA program which affiliated with AIMA "Shaping Young Minds Program".

Participated in De'Novo 21K5 - The Management Fest Held at Toc H Institute of Science & Technology, Arakkunnam on October 16th & 17th 2015

ACADEMIC PROJECTS

Main Project (MBA) : Effectiveness of Cash Management System at FACT Ltd, Udyogamandal, Ernakulam.

Organization Study (MBA) : At OEN INDIA Ltd, Mulanthuruthy, Ernakulam

Main Project (BTECH) : Implementation of an intelligent Load Management System For Smart Grids using Zigbee Communication

EDUCATION

Master Degree [MBA]

Mangalam College of Engineering, Ettumanoor

06/2015 - 04/2017

BTECH [EEE]

SNGCE, Kadayiruppu, Kolenchery

06/2010 - 07/2013