

Anusha Jacob

Office Administration

Kakkanad KERALA, IN 682030
anushajacob1992@gmail.com
+91 85928 12454

To work in an organisation where I can use my experience & skills in administration of facilities for the benefit of the organisation whilst improving my knowledge & experience. Bringing strong procurement, negotiation and inter personal skills.

Personal Details

Date of Birth: 1992-05-23

Eligible to work in: India

Highest Career Level: 2-5 years experience

Industry: Administrative Assistance, Customer Service, Human Resources, Management

Total years of experience: 3

Work Experience

Office Administrator

Sahil enterprises - Ernakulam, Kerala
February 2019 to September 2022

Visa documentation, office coordination, aftersales clients handling, handling partners, reception,

Office Administrative Assistant

Godsland Holidays - Ernakulam, Kerala
August 2013 to October 2017

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

Education

Bachelor's in Physics

Bharata Mata College/Mahatma Gandhi University - Ernakulam, Kerala
June 2010 to May 2013

Skills / IT Skills

- Management (6 years)
- Microsoft office (6 years)
- Office Administration

- English (3 years)
- Communication skills (3 years)
- Microsoft Word (6 years)
- Microsoft Excel (6 years)
- Typing (3 years)
- Computer skills (6 years)
- Customer service (6 years)

Languages

- English - Intermediate