

# MARY ANITHA P G

Kuttappassery (H), Chellanam  
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## Career Objective

To work in a challenging environment which helps me to utilize my skills, creativity and I can fulfill my passion to achieve the twin benefits of professional growth and job satisfaction.

Work Experience	Responsibilities Held
Worked in Muthoot Motors Cochin (Two Year)	Office Assistant (Billing Registration)
Worked in George Maijo Automobiles Pvt Ltd Maradu (Two Years)	Registration Executive
Worked in Sai service, Nettor (6 months)	Insurance Claim coordinator
Worked in Vayalat Honda, Petta (Two Years)	Insurance Executive

## Educational Qualifications

1. S S L C (OUR LADYS GIRLS HIGH SCHOOL, THOPPUMPADY MARCH 2011)
2. PLUS TWO (SANTA CRUZ HIGHER SECOUNDRY SCHOOL-2013)
3. B.COM ( ST.JOSEPH COLLEGE , THOPPUMPADY 2013-2016)

## Strengths

- ✓ Self-motivation and a passion to succeed
- ✓ Innovative & Quick in adapting to any situation
- ✓ Excellent communication, presentation & interpersonal skills

## IT Expertise

1. M S OFFICE (BASIC COMPUTER)
2. PDCFA (PROFESSIONAL DIPLOMA IN COMPUTERISED FINANCIAL ACCOUNTING)
3. HIRISE & DMS

## Personal Details:

Date of Birth : 04.09.1995  
Sex : Female  
Marital Status : Married  
Languages Known : English, Malayalam,  
Husband's Name : Roshan Sonnet  
Nationality : Indian  
Religion : Christian, Latin

I hereby declare that the details given above are true to the best of my knowledge.

**Place** :  
**Date** :

**Mary Anitha P G**