

CURRICULAM VITAE

ANJU C.R

Permanent Address

Chittayil House
Thekkumbhagam, Tripunithura
Ernakulam, Pin - 682301
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Education

Course	Institution	Board/ University
B.A	B.C.M. College, Kottayam	M.G. University
Plus Two	S.K.T.H.S.S. Tripunithura	Board of higher Secondary Education Kerala
S.S.L.C	K.P.M.H.S.S. Poothotta	Board of public Examination, Kerala

Computer Skills

M.S. Office, D.T.P

Experience

4.5 years experience as a Project Assistant in **Allies Fire Systems. Pvt. Ltd, Kalamassery** (2009 to 2014)

6 years experience as a Clerk in **JVAL Tech Engineers Pvt. Ltd., Vennala , Ernakulam** (2015 to 2021)

1 Year experience as a Clerk in **Indira Engineering Pvt. Ltd., Kalamassery** (2021 December to till date)

Job profile

- Tendering (Manual & E - Tendering)
- Preparing of quotations & Purchase Orders
- Billing (Contract & Labour)
- Preparing Daily Attendance (For Office staff & Site Labours)

Personal Information

Date of Birth : 30/05/1986
Marital Status : Married
Nationality : Indian
Children : One
Religion : Hindu

Declaration

I hereby declare that all the above information are true to the best of my knowledge and belief.

ANJU.C.R