

ANJALI.G**Date of Birth:** 17-03-1994**Address:** Sreenilayam, Mission School Road,
Thripunithura, Ernakulam Kerala 682 301**Mobile:** +91 9497256558**Gmail:** anjalianchug@gmail.com**CAREER OBJECTIVE**

My career objective is to make myself productive for the outcome of this reputed firm.

Academics

Course	Institute & University	Year of Passing	Aggregate Percentage
PGDCA	KERALA STATE RUTRONIX	2018	95%
BSC BOTANY	ST. ALBERTS COLLEGE ERNAKULAM	2015	80%
SSCE	L.M.C.C.G.H.S.S ERNAKULAM	2012	74%
SSLC	BAKER MEMORIAL.G.H.S. S KOTTAYAM	2010	80%

PERSONAL TRAITS

- LEADERSHIP SKILLS
- GOOD COMMUNICATION SKILLS
- LISTENING SKILLS
- EXCELLENT INTERACTION SKILLS

KEY SKILLS

- MS WORD
- MS EXCEL
- MS POWER POINT

LANGUAGES KNOWN

- English, Hindi, Malayalam

WORK EXPERIENCE

Worked as an Administrative Assistant in DDRC SRL Pvt Limited. (From 01.07.2018 to 07.09.2020)

Currently working as Sr. Executive in MD INDIA HEALTH INSURANCE TPA. (From 22.10.2021)