



## ANJU JOSEPH

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29/08/1998

### OBJECTIVE

Seeking challenging career in hospital administration sector to get a position of responsibility, using my professional skills and efficiency to communicate my ideas and views and commit myself for achieving organizational objectives with the team effort and my positive attitude and performance.

### SKILLS

- Microsoft office, Excel
- Communication skills
- Tally ERP
- Spreadsheet
- Teamwork
- Adaptability
- Interpersonal skills
- Hardworking

### LANGUAGE

- Malayalam
- English

### INTERESTS

- Administration
- Finance
- Accounts
- Human Resource
- Billing

### EDUCATION

- 2022**      **Mar Augustinos college Ramapuram**  
Master of commerce finance and taxation  
Results waiting
- 2020**      **B V M Holy cross college Cherpunkal**  
Bachelor of commerce marketing  
5.85
- 2019**      **Kerala state Rutronix**  
Diploma in Goods and Service Tax practice  
72%
- 2017**      **St Michael's higher secondary school Pravithanam**  
Plus Two  
76%
- 2014**      **St Michael's high school Pravithanam**  
SSLC  
89%

### ADDITIONAL CERTIFICATIONS

#### Certificate course of Hospital administration

International school of skills and development

#### Certificate course of Hospital administration

TUV SUD

#### Basic Corporate Accountant

National Council For Technology and training

#### Women Empowerment and Development

Mar Augustinos college Ramapuram

#### Workshop certificate in SPSS Training

BVM Holy cross college Cherpunkal

### PROJECTS

#### A study on treats and opportunities in dairy entrepreneurship development with special reference to Lalam block

To study and understand the dairy entrepreneurship to study the government schemes availability of this establishments.

#### A study on customer satisfaction of Hi-tech Banking of State Bank of India special reference to Kidangoor branch

Study the high-tech banking services

### HOBBIES

Cooking

Gardening

### DECLARATION

I do hereby declare that the above statement mentioned in my resume are true and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_

ANJU JOSEPH