

ANJANA SARATH



Phone
+919074187408

Date of Birth
13 October 1997

Address
**Punartham Pazhaveedu P. O
Alappuzha**

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills. Seeking an entry level position to begin my career in a high level professional environment.

SKILLS

- Adobe Acrobat
- Microsoft Word
- Microsoft Excel
- Tally
- Peachtree
- SAP FICO, BUSINESS ONE

CONTACT

✉ Anjana97johny@gmail.com

INTERESTS

- Music
- Cooking
- Decorations

LANGUAGE

- English
- Malayalam

EXPERIENCE

02 November 2020 - 23 **Cristel Innovations Pvt. Ltd**

february 2021

Customer Care Executive

- Informing customers about upcoming profiles.
- Establishing a positive rapport with all clients via phone.

03 March 2021 - 16

March 2023

RR Donnelley

Document Specialist

- Checking the PDFs documents as per ADA regulations and client requirements.
- Create accessible PDFs that comply with Section 508, WCAG 2.1 and PDF/UA standards. Use CommonLook/ PAC3 to generate zero error reports. Testing on NVDA & JAWS Screen Readers.

EDUCATION

2018

Bharathiyar University

Bachelor's of Commerce

2015

H. S. S Thiruvambady

BHSE

2013

H. S. S Thiruvambady

SSLC

ACTIVITIES

Planning

Team Work

Photography