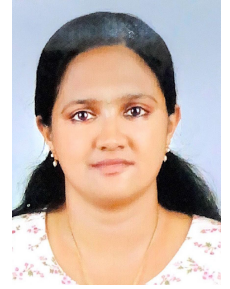


RESUME



NAME: ANJU

SHIBIN ADDRESS

Sarovaram house mills lane pallimukku kochi 682016

E mail :

anjushibin26@gmail.com Mob:

+91 9562272602

OBJECTIVE

To be associated with progressive organization that gives me scope to apply my educational and professional skills and provide me with advancement opportunity and knowledge empowerment.

EXPERIENCE

**Honda pvt.ltd, petta - sales & back office executive 2018 FEBRUARY 1
TO DECEMBER 2 [2019]**

- Documentation and control
- Placing of sales order
- Collection of documents
- keeping records of sales

**Iris medical solutions, kakkanad - claiming & back office executive 2019
MARCH TO JANUARY 26 2020**

- Claiming of medical insurance.
- Adding and processing details of clients.

Brite Xcel consultancy, Nettor - documentation executive JANUARY 7 2022

- Documentation and filing of important documents.
- Counselening of clients

Eduworld International , Ravis Arcade Near Padma Junction – Documentation Staff June 13 2022 till the

Date.

- Visa Processing of students.
- Applying students at Uk Universities.
- Handling students portal
- Handling mails .

SUMMARY OF SKILLS

- Excellent communication skills.
- Good coordinator
- Team work
- Good command over handling the documents
- Can manage multiple tasks.
- Good interpersonal skills.
- Polite and patient.
- Builds, values and maintains relationships.
- Keen observer.
- Telephone skills.
- Proficient with Microsoft office..

EDUCATIONAL QUALIFICATION

QUALIFICATION	INSTITUTION	YEAR OF PASSING	PERCENTAGE
BCOM TAXATION	Tandem, Ernakulam	2012	60
PLUS TWO	SRV Hss, Ernakulam -	2008	76
SSLC	Govt girls high school, Ernakulam	2006	70

PERSONAL DETAILS

Name : ANJU SHIBIN
Age : 32
Date of Birth : 28/2/1990
Gender : F
Marital Status : Married
Father's Name : Preman
Present Address : Same as
above Nationality : Indian
Languages known : English, Malayalam
Special interest : Listening to music, Travelling.

DECLARATION

I hereby declare that the all the information given above is true and correct to the best of my Knowledge

Place :

Ernakula

m

Date:30/11/2

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