



ANAHATS

📍 Thottathil (h)
Ooramana po
Kayanadu
686663
☎ 7902927424
✉ anahats2000@gmail.com

✈ Skills

Good Communication
Independent problem solving
Time management
Accessing confined spaces
Organising and managing capabilities
Positive attitude

👤 Reference

**Nisha Laugh John - Mosc Medical
College Hospital Kolenchery**
Manager- Public Relations and
General Administration
9847189316

🗣 Languages

Malayalam
English
Hindi

🎯 Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization.

📁 Experience

○ 1 Year Experience in MOSC Medical College Hospital
kolenchery
Back office Assistant in General Administration

🎓 Education

○ Ilahia college pezhakkappilly 2022
M. Com Finance & Taxation
○ BPS College Piramadom 2020
B. Com Computer Application
Grade B
○ GHSS Ooramana 2017
Higher Secondary
○ MTM HSS pampakuda 2015
SSLC

+ Additional Information

Ensuring that all the assigned work is completes on time.
Preparing and maintaining important financial reports.
Maintain proper daily records and confidential reporting.

👤 PERSONAL PROFILE

○ Date of birth: 26-03-2000
○ Gender: Female
○ Marital status: Single
○ Nationality: Indian

👤 COMPUTER KNOWLEDGE

○ Ms Office(Excel, word)
○ Tally ERP 9 with GST