

CURRICULUM VITAE



ANJITHA ANTO

VADAKKEOLITHADAM
KADUTHURUTHY P.O
KADUTHURUTHY
KOTTAYAM - 686604
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CAREER OBJECTIVE

To pursue a challenging career and be a part of a progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of the organization.

ACADEMIC QUALIFICATION

- Completed Hospital Administration Course under Ignite Academy.
- Completed diploma in Aviation, Hospitality and Travel management at Gurukul Education and Management Studies in Yelahanka, Bangalore.
- Graduated from MG University in B.A English Language and Literature at Devamatha College Kuravilangad.
- Passed 12th from board of Higher Secondary Examination-72%
- Passed 10th from Kerala State Board-83%

OTHER QUALIFICATIONS

- MS Office
- Diploma in Communication Skills and Translations studies at Devamatha College Kuravilangad

WORK EXPERIENCE

- Completed training in LIWA Hotel as Front Office Assistant (FOA).
- Completed 3 months Internship in Human Resource Department at Welcare Hospital Vyttila. Still working as HR Assistant in Welcare Hospital Vyttila.
- 1.2 Years experience in Welcare Hospital Ernakulam as HR Assistant and still working.

PERSONAL SKILLS

- Honesty
- Hardworking
- Team spirit
- Accepting challenges
- Helping mentality
- Punctual and disciplined
- Willingness to learn and improve

PERSONAL PROFILE

- Father's Name : Anto V.S
- Mother' Name : Jessy Anto
- Date of Birth : 07/09/1998
- Sex : Female
- Marital status : Unmarried
- Language Known : Malayalam & English
- Nationality : Indian
- Hobbies : Listening Music, Dancing, Film, Cooking, Travelling

DECLARATION

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

Place: KADUTHURUTHY

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