



ANJANA JOSEPH

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CONTACT NUMBER

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PERMANENT ADDRESS

Erattaplackal House
Venmony, Idukki, Kerala
Pin:685606

PERSONAL DATA

Date of Birth : 08/10/1996

Sex : Female

Nationality : Indian

Marital Status : Married

LANGUAGES KNOWN

English

Malayalam

Tamil

CURRICULUM VITAE

PROFESSIONAL SUMMARY

A passionate person looking to reside in a pharmacist position in an organization where apprehension for patients health as well as knowledge in administration and keeping medicine record will be imitated.

EDUCATIONAL QUALIFICATIONS

- SSLC from St Thomas High School Punnayar 2012
- Plus Two From SNHSS Kanjikuzhi 2014

PROFESSIONAL QUALIFICATION

B com with Computer Applications

TECHNICAL

- Tally , MS Office , MS Exel, Br Net

PERSONAL SKILLS

- Comprehensive problem solving abilities.
- Organizing and managing capabilities
- Willingness to learn and update myself with newer methodologies & technologies.
- Positive attitude and team spirit.
- Excellent communication skills.

ESAF SMALL FINANCE BANK(Officer- Member Relations 2017 – August to 2020 O October

- Handling accounts payable and receivable.
- Maintain records of business cost such as material and labour.
- Check invoices for inaccuracies.
- Reconcile accounts with general ledger.

- Handle general account queries
- Contact clients about invoices.
- Responsible for various Reports (revenue report, forecasting report etc)

**ASTORIA NIDHI LTD (Customer care Executive)
2020 November to 2021 November**

- Overseeing the customer service process
- Resolving customer complaints
- Maintain records
- Manage gold valuation process
- Coordinate customer follow-ups

**MUTHOOT VEHICLE & ASSET FINANCE LTD (Branch
Incharge) 2021 November to 2022 August**

- Maintain Records
- Manage the team with accuracy
- Resolving customer complaints
- Manage gold valuation process
- Check invoice for inaccuracies.

DECLARATION

I hereby declare that the above furnished information is absolute according to the records and to the best of my knowledge.

03/08/2023

ANJANA JOSEPH

