

# MARY ANJU P J



## About Me

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15-04-1999



Ernakulam – Kochi,  
KERALA



## Objective

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To yield better work prospective to the organization, and a competitive working environment to my subordinates with full encouragement and whole-hearted participation. To work for an organization that utilizes my skills and provides me with opportunities and upgrades my knowledge and skills.



## Work Experience

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**FRESHER**



## Skills

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- Good Communication and Active listening skills.
- Persuasion: Ability to present the product in an effective and non-threatening manner.
- Time management and Technological skills.
- Professional working knowledge of Microsoft Office.
- Responsible for achieving monthly targets as per plan.
- Behavioral Management Team work Good listener Ms Excel HTML Motivating others Work ethics



## Education

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### **Bachelor of Science (Mathematics) , 2019- 2022**

ST. Xaviers college for Women , ALUVA , ERNAKULAM- KERALA

### **Bachelor of Science (IT) , 2016- 2018**

SIENA College For Professional Studies , Edakochi , ERNAKULAM- KERALA

### **HIGHER SECONDARY ( BIO\_ MATHS) , 2014-2016**

Govt. Girls Higher Secondary School , Mattancherry , ERNAKULAM- KERALA

#### • **Certifications**

- Type setting in Latex
- Software packages(word /Excel / power point)
- Internet and web technology (photo shop)
- Data entry



## Languages

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- English (Speak, Read and Write)
- Malayalam (Speak, Read and Write)
- Hindi ( Speak , Read and Write)
- Tamil (Speak )



## Personal Details

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- Name : Mary Anju P J
- Father's Name : Joseph Jolly
- Mother's Name : Mrs. Mini
- Gender : Female
- Marital Status : Married
- Nationality : Indian
- Phone No : 7994863656
- Email id : anjumarj154@gmail.com

### **DECLARATION**

I Mary Anju P J , hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Place:

Date:

Yours faithfully,

( Mary Anju P J )