



CAREER OBJECTIVE

To obtain a position that will enable me to use my strong organisational skills , ability to work well with people and to maintain an adequate quality of work activities for the enhancement of companies development program and to acheive its objective .

ANJU THANKAM ALEX



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Address

Nehru Nagar Rewa , Madhya Pradesh

MY SKILLS

- INTERPERSONAL SKILLS
- COMMUNICATION SKILLS
- MS-EXCEL
- TIME MANAGEMENT
- ADAPTABILITY
- QUICK LEARNER

LANGUAGE SKILLS

- ENGLISH - READ , WRITE & SPEAK
- HINDI - READ , WRITE & SPEAK
- MALAYALAM - READ & SPEAK

EDUCATION

2013-2014



• 10 TH

JYOTI SENIOR SECONDARY
SCHOOL , REWA

2015-2016



• 12 TH

JYOTI SENIOR SECONDARY
SCHOOL , REWA

2016-2019



• Bachelor of Commerce

ST. ALOYSIUS COLLEGE
(AUTONOMOUS) , JABALPUR (M.P)

2021- 2023



• Master of Business

Administration - IR&PM Dept.

APS UNIVERSITY , REWA

EXPERIENCE

JUNE 06 '22 -

JULY 06 '22



CARITAS HOSPITAL ,THELLAKOM
KERALA

HR INTERN

- PERFORMANCE APPRAISAL
- DATA ENTRY IN EXCEL SHEET
- EMPLOYEE'S FILE MANAGEMENT
- RECRUITMENT & SELECTION
- TRAINING & DEVELOPMENT

ACHEIVEMENTS

- PARTICIPATION CERTIFICATE FOR INTER-SCHOOL SPORTS KHO-KHO COMPETITION .
- GOT AWARD FOR PARTICIPATION IN NATIONAL COMMERCE
- QUALIFERS
- AWARDED CERTIFICATE OF COMPLETION FOR LIFE LONG FITNESS . AWARDED IN CULTURAL COMPETITION.

HOBBIES

- DANCING
- SINGING
- TRAVELLING
- SPORTS
- WATCHING HORROR MOVIES

DECLARATION

I HEREBY DECLARE THAT THE ABOVE GIVEN INFORMATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.