

## ANJANA B

Valappil House Paravoor Punnapra North P O Alappuzha Pin: 688014  
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### LANGUAGES

Malayalam

English

Tamil

### SKILLS

Self Motivation

Quick Learner

Punctual

Hard Worker

Problem Solving Skill

Communication Skill

### OBJECTIVE

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To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

### EDUCATION

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**Avodha Ernakulam** 2023

Tally prime, SAP, Zoho book and International Accounting  
Currently pursuing

**International School Of Skill Development** 2023

Certification Course In Hospital Administration TUV-SUD

**IT Kerala Womens College Alappuzha** 2015

Certificate In Multilingual Office Automation Of C-DAC, GIST

**Kerala University** 2014

B.com (Cooperation)

**Aravukad Higher Secondary School Alappuzha** 2011

Plus Two (Commerce)

**Government High School Paravoor Alappuzha** 2009

SSLC

### COMPUTER SKILL

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MS Word, PowerPoint, Excell, Photoshop

### ADDITIONAL INFORMATION

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Date Of Birth : 19/05/1994, Nationality : Indian

### DECLARATION

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I Anjana hereby declare that the information contains here is true and correct to the best of my knowledge and belief