

# ANJANA B

Valappil House Paravoor Punnapra North P O Alappuzha Pin: 688014  
8590798740 | anjanamanu1994@gmail.com

## LANGUAGES

Malayalam

English

Tamil

## SKILLS

Quick Learner

Hard Worker

Problem Solving Skill

Communication Skill

## OBJECTIVE

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

<b>Avodha Edutech</b>	2023
Certification Course In Relationship Management Currently pursuing	
<b>International School Of Skill Development</b>	2023
Certification Course In Hospital Administration TUV-SUD	
<b>IT Kerala Womens College Alappuzha</b>	2015
Certificate In Multilingual Office Automation Of C-DAC, GIST	
<b>Kerala University</b>	2014
B.com (Cooperation)	
<b>Aravukad Higher Secondary School Alappuzha</b>	2011
Plus Two (Commerce)	
<b>Government High School Paravoor Alappuzha</b>	2009
SSLC	

## COMPUTER SKILL

MS Word, PowerPoint, Excell, Photoshop

## ADDITIONAL INFORMATION

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

## DECLARATION

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