



Anchu Narayanan

My Contact

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Edayilaparambil House
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Alappuzha,
Kerala, India 689622

DOB: 23/09/1998

Skills

- Computer Skills
- Decision Making
- Multitasking
- Problem Solving
- Creative Thinking
- Interpersonal Skills
- Leadership
- Communication
- Typing Skills
- Decision making
- Communication
- Multi-tasking
- Teamwork
- Time Management

Languages known

- English
- Malayalam
- Hindi
- Tamil

Career Objectives

Seeking a position where I can augment my Skills, Knowledge and Experience and Contribute to the Success of the Organization.

Experience

Relationship Manager

Indian Money

25/06/2021 - 29/03/2022

Key responsibilities:

- Building positive relationships with customers.
- Understand customer needs and develop plans to address them
- Resolve customer complaints quickly and effectively
- Educate and inform clients about the company's products, services and special offers.
- Conduct customer satisfaction surveys and recommend ways of improving client satisfaction.

Tutor

Bright college

03/05/ 2022- 15/10/2022

Key responsibilities:

- Work with students to improve their skills in certain subjects.
- Prepare lessons, and assign and correct homework.
- Prepare and correct tests.
- Providing support for students during their examinations
- Communicating with parents/guardians about trouble areas or any issues that require attention
- Keeping up-to-date on the current curriculum and latest teaching trends

INTERNSHIP TRAINEE (PUBLIC RELATIONS)

St. Gregorios International Cancer Care Centre &

Multispecialty Hospital, Parumala 21/04/2018 - 09/06/2018

Key responsibilities:

- Communicating and building relationships with current or prospect Patients
- Create and distribute press releases
- Effectively utilizes Hospital's social media and blogs •Schedule, coordinate and attend various events
- Sincere, Punctual and efficient in my Duties and Responsibilities
- Attended every events and Occasions

Interests

- Reading
- Writing
- Music
- Dance
- Travelling
- Volunteering
- Teaching

Certificate

- Certification Of Diploma In Computer Application
- Certification Of Legal Literary Class
- Certification On "An Introduction To Phonetics and Spoken English"
- Certificate Of National Seminar On Boundaries Beyond And After :Tracing The Contours Of The 'Literature Of Partition'
- Certificate Of Online Quiz On "Life And Works Of William Shakespeare"

Education Qualification

• **Certificate Programme in Hospital Administration**

International School Of Skill Development
March-July 2023

• **Bachelor of Arts (English Language and Literature with Journalism)**

Parumala Mar Gregorious College Valanjavattom,
Thiruvalla
2016-2019
78.5%

• **Diploma In Computer Application**

Electronics Corporation Of India Limited(ECIT)
12/08/2016-17/02/2017
92%

• **Class XII**

Nair Samajam Higher Secondary School,
Mannar
72.8%

• **Class X**

Nair Samajam Girls High School, Mannar
85.5%

Projects

• FEMINIST VOICE OF DRAUPADI

Feminist Voice Of Draupadi In Chitra Banerjee Divakaruni's
"The Palace Of Illusions".

• CHALLENGES OF PR IN 21st CENTURY

A Study report based on the internship that I have undergone at St.
Gregorios International Cancer Care Centre & Multispecialty
Hospital, Parumala .