

## CURRICULUM VITAE



**ANITHA K JOHN**

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Mob : 8281414170

### PERSONAL PROFILE

Date of Birth : 18/11/1998

Sex : Female

Nationality : Indian

Marital Status : Unmarried

### LINGUISTIC SKILL

- English
- Malayalam

### INTEREST AND HOBBIES

- Sports
- Travelling
- Music

### ACHIEVEMENTS

- Participated in All India South Zone Polytechnic College Athletic Meet (2019 & 2020)
- Third Prize in Badminton in Kerala State Polytechnic College Athletic Meet
- Individual Champion in School and College Level Competitions

### CAREER OBJECTIVE

To work for a progressive organization in a highly motivating and challenging environment that provides the best opportunities to grow and utilize my potential to the fullest to achieve the organization's goal while achieving my personal goals.

### ACADEMIC PROFILE

QUALIFICATION	UNIVERSITY/ BOARD	NAME OF INSTITUTION	YEAR OF PASSING	% OF MARKS OBTAINED
Diploma In Commercial Practice ( <i>Secretarial assistant, confidential Assistant</i> )	Board of Technical Education Govt. Of Kerala	Govt.Polytechnic College Ernakulam	2020	79.8%
Plus Two	Board of Higher Secondary Examination	St.Peters HSS Kolenchery	2017	73%
SSLC	Board of Public Examination Kerala	Georgian Academy EMHS Thiruvankulam	2015	92%

### PROFESSIONAL EXPERIENCE

- **KERALA INDUSTRIAL TECHNICAL CONSULTANCY & ORGANISATION/ KITCO, ERNAKULAM** [23/05/2022 - till date] (**Junior Assistant**)

#### DUTIES AND RESPONSIBILITIES

##### **HR Department**

- **Recruitments**
- **Employee records and verification of documents.**
- **Secretarial works**
- **Complete paperwork and exit interviews.**
- **Schedule HR meetings and interviews**

##### **Business Promotion**

- **Documentation of Tenders, Secretarial works & Data Entry.**

- **HINDUSTAN ORGANIC CHEMICAL Ltd./ HOC, ERAKULAM** [11/01/2021 - 10/01/2022]  
(**Technician Apprentice** in the under the NATIONAL APPRENTICESHIP PROGRAM by GOVERNMENT OF INDIA)

DUTIES AND RESPONSIBILITIES

- **Office Assistance & Secretarial Assistance**
- **Maintenance of Register for the day to day operations and movements of files and papers**
- **Documentation & Record Maintenance**
- **Typing letters, maintaining papers, drafting letters, filing, etc.**
- **Preparation of Proposals, Minutes of Meeting, Letter of Intent etc.**
- **Preparation of Comparative Statements & Estimates.**

**PERSONAL TRAITS**

- **Multi-tasking skill**
- **Time management proficiency**
- **The high degree of adaptability**
- **Excellent leadership quality**

**SOFTWARE PROFICIENCY**

- **MS WORD**
- **MS POWERPOINT**
- **MS EXCEL**
- **SPREADSHEET**

**DECLARATION**

I do hereby declare that the information above is true and correct to the best of my knowledge and belief.

Place: **Ernakulam**

**ANITHA K JOHN**