



babuanjali38@gmail.com
8589034481,9061226509
DOB 07/10/2001
in
https://www.linkedin.com/in/anjali_babu-bb6830287

ANJALI BABU

Onampallil House Bharanickavu South Bharanickavu Kattanam Alappuzha Kerala
690503

Objective

Friendly and diligent worker experienced with administrative and clerical tasks. Brings polished demeanor, professional communication skills and attention to detail. Focused on assisting staff and helping visitors feel welcomed to professional office environment

Education

IEHRD Council, Thrikkakara, Kochi (Jain University)

Hospital Administration and Human Resource Management
6month —

College of Applied Sciences Adoor - Kerala University

Ba English and Communicative English
2023 — 5.8

Government Vocational Higher Secondary Mavelikkara - Board of Vocational Higher Secondary Examination Kerala

12th
2019 — 61

Pope Pius XI Higher Secondary Bharanickavu - Board of Public Examination Kerala

SSLC
2017 — 73

Skills

- Time Management
- Analysis
- Self Motivation
- Hardworking

Projects

Exploring the Eloquence of Matter: An Ecocritical Approach in Wole Soyinka's A Dance of Forests and The Swamp Dwellers

Language

English , Malayalam

Personal Info

Nationality - Indian
Gender - Female
Marital status - Single
Date of birth - 07/10/2001
Father's name - Babu Viswanath
Driving licence -KL3120220005385
Issue Date -10/08/2022
Validity - 06/10/2041
Religion - Hindu
Blood Group - O+

Computer Proficiency

Basic Knowledge Operating System

Passport Details

Passport no - Y8423139
Place of issue - Cochin
Date of Issue - 14/08/2023
Date of Expiry - 13/08/20

Hobbies

Listening music
Cooking

Declaration

I hereby declare that the above particulars are true and correct to the best of my knowledge and belief

Place

Alappuzha

Date
