



ANJANA KRISHNAN SP

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OBJECTIVE

Seeking for placement in administration or any other related department in an organisation where i can work in a challenging environment and utilize my skills and theoretical.

EXPERIENCE

21/04/2022
- Present

- **Insurance cordination & Frontdesk management**
Aster DM Healthcare
Managing insurance, front desk cordination

Handled enquiries, explained procedures

Received and made telephone calls as required

Documentation

Customer relations

EDUCATION

- 2024 • **Bachelor of English Honours**
Indira Gandhi University
- 2015 • **Biology science**
Govt:Girls higher secondary school, Nedumangadu
- 2013 • **High school**
Govt:Girls Higher Secondary school Nedumangadu

SKILLS

Accuracy

100%

Team work

100%

Management

80%

Communication skill

100%

ACTIVITIES

- Front desk cordination and management, Customer relations

LANGUAGES

- English
- Malayalam
- Tamil

PERSONAL DETAILS

- Date of Birth : 04/11/1997
- Marital Status : Married
- Nationality : Indian

INTERESTS

- **Learning new things**
- **Dancing**
- **Acting**
- **Travelling**