

ANITTA T J

CAREER OBJECTIVE

To Utilize my knowledge and skills in the organization and contribute myself with full involvement persistence and dedication for the growth of the organization.

EDUCATION

*M.COM (pursuing)
Indira Gandhi National Open University (IGNOU),

*B.COM (Finance & Taxation)
MG University
2020
60%

*Plus Two
Kerala board of Higher Secondary
2017
83%

*SSLC
Kerala board of public examination
2015
91%

PERSONAL DETAILES

Age & Date Of Birth : 23, 21/01/2000
Gender : Female
Nationality : Indian
Religion : Christian
Marital Status : Single

EXPERIENCE

- One Year I was working in a Hyper market (Navarathna Hyper market) as an office staff.
- Now I am working at dentistry dental care hospital angamaly as an Receptionist

DECLARATION

I, Anitta T J , do hereby declare that the above given details are true to the best of my knowledge.



CONTACT ME AT

Anitta T J
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Kathikudam P.O
Koratty
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INTERPERSONAL SKILLS

Punctuality
Confident and Determined
Good Communication
Honest and Trustworthy

LANGUAGE KNOW

English
Malayalam

ADDITIONL QUALIFICATION

*Diploma In Hospital
Administration

*Tally ERP 9.0 with GST