



ANJANA MARTIN M

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📍 Tripunithura

EDUCATION

Diploma in Secretarial Practice, 04/21
Government Commercial Institute -
Kaloor, Ernakulam
First class with Distinction - 2 Years Diploma

Bachelor of Science
BSC Zoology, 03/19
St.Albert's College - Ernakulam

EXPERTISE

English and Malayalam Typing
120 W.P.M

Desktop Publishing & Word processing

Shorthand English and Malayalam

LANGUAGE

Malayalam

English

SUMMARY

PERSONAL ASSISTANT, STENOGRAPHER

Talented Stenographer with 2 years experience in office administration and legal transcription. Talented captioning professional brings background in court and other legal work. Expert stenographer and real-time reporter. Reliable in correctly outlining proceedings and managing files.

EXPERIENCE

Jan 2022 - Jan 2024

Dandapani Associates - Law Firm, Ernakulam

Personal Assistant, Stenographer

- Good reading comprehension and spelling skills, as well as good finger and hand dexterity. Also done systematic and orderly work appealing, and like to work on detailed tasks.
- Clerical Works, Online Filing etc.
- Drafted legal papers and managed complaints, petitions, summons and interrogatories.
- Evaluated and edited transcriptions to verify error-free reporting.
- Filed and maintained organized storage of shorthand notes from court sessions.
- Communicated with court administrators to coordinate and schedule transcription services.
- Transcribed pre-recorded proceedings in accordance with established formats.
- Maintained clerical correspondence via email and phone.