



Mob: + 91 7510531009
anujuby95@gmail.com

PERSONAL DETAILS

Date of Birth : 15/10/1995
Gender : Female
Marital Status : Single
Father's Name : Juby James
Nationality : Indian

CONTACT ADDRESS

D L F New town Heights
Q Block
Q047
Kakkanad
Ernakulam Dist.
Kerala, India
Pin 682037

LANGUAGES KNOWN

- English
- Malayalam
- Hindi

ANU JUBY

PERSONAL STATEMENT

I am flexible, reliable and possess excellent time keeping skills. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

EDUCATIONAL QUALIFICATIONS

Qualification	Institution	Board/University	Year of Passing
M B A	Chinmaya Mission College Thrissur	Barathiar University	2016 to 2018
BCA	Chinmaya Mission College Thrissur	Barathiar University	2013 to 2016
Higher Secondary	S D A Higher secondary school	Central Board	2011 to 2013
Secondary Education	Al Irshad English School, Kerala, India	Central Board	2011

TECHNICAL QUALIFICATION

- M S Office
- Digi records and practo
- Financial Management
- Bookkeeping

WORK EXPERIENCE

Novocare Dental & Skin Clinic - Kochi

- **Front Office Administrator, 09 - 2018 To at present**
- Coordinate office activities and operations to secure efficiency
- Supervise administrative staff and divide responsibilities to ensure performance
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary

- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Plan and maintain MD's calendar and recurring tasks, arrange appointments, organise and set agendas and action points for all his meetings.
- Act as follow up manager across the board and leadership team to ensure that wide range of agreed actions are being executed

SKILLS

- Customer service
- Teamwork
- Leadership
- Organizational skills
- Client interaction
- Problem solving
- Time management
- Flexibility

HIGHLIGHTS

- Very strong team skills along with ability to work independently
- Dedicated to complete my duty on time
- Self-motivated, vibrant and talented individual with friendly and courteous and interpersonal skills
- Able to work any shifts and any amount of hours
- Dedicated professional who understands the hazards of the job
- Remains extremely professional at all times

DECLARATION

I hereby declare that the above given information is true to the best of my knowledge and belief and can be supported by relevant certificate and documents.

Place : Kakkanad

Date :

ANU JUBY