



# ANUSHA B



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Thrissur, Kerala, India

## ACADEMIC CREDENTIALS

- 2024 POST GRADUATION IN MALAYALAM**
  - Mahatma Gandhi University, Kottayam
  - Sree Narayana mangalam Collge , Ernakulam.
- 2022 GRADUATION IN IN MALAYALAM | 87%**
  - Mahatma Gandhi University, Kottayam
  - Bishop Kurialacherry College For Women, Kottayam
- 2019 HIGHER SECONDERY | 72%**
  - Board of Higher Secondary Examination, Kerala
  - Government Higher Secondary School Pattazhy
- 2017 HIGH SCHOOL | 97%**
  - Board of Public Examination , Kerala, India
  - Government High School Pattazhy

## PROFESSIONAL QUALIFICATION

### CERTIFIED COURSE IN HOSPITAL ADMINISTRATION | 2023

- INTERNATIONAL SCHOOL OF SKILL DEVELOPMENT (ISSD)

## COMPUTER PROFICIENCY

MS WORD, MS OFFICE, MS EXCEL

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through self - improvement by excelling in all responsibilities with sincere hard work, dedication & commitment. To work towards the development of the organization & grow with it.

## KEY SKILLS

Team Work

WorkEthic

Excellent creativity

Leadership

Basic knowledge of Computer

Ability to work

Interpersonal Skills

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

## EMPLOYMENT CHRONICLE

**SOCIAL MEDIA EXECUTIVE | APRIL 2022 – DEC 2022**  
**SALES & ACCOUNTING EXECUTIVE**  
**FLYING SHARK PVT. LIMITED ( E-COMMERCE)**

### KEY RESPONSIBILITIES




- Generating and Publishing daily content.
- Optimizing company pages on various platforms.
- Collaborate with other departments (customer relations,sales) to manage reputation,identify key players and coordinate actions.
- Preparing and scheduling updates,sharing relevant content,keeping in touch with fans and followers, encouraging conversation and answering to customer inquiries.

**FRONT OFFICE EXECUTIVE | JAN 2023 – JUNE 2023**  
**INFINITTE INTERIORS AND CONTRACTORS PVT.LTD**

### KEY RESPONSIBILITIES

- Greet and welcome guests as soon as they arrive at the office.
- Answer screen and forward incoming phone calls. Overseeing the sorting and distribution of incoming mails.
- Handling complains with good communication skill.
- Follow up on all open orders and Back orders to meet biling targets.
- Willingness to assist office Manager and owners other staff when needed.
- Willingness to Provide incredible customer service to visitors and clients.

## LANGUAGES KNOWN

English		80 %
Malayalam		100 %
Hindi		50 %

## INTERESTS

Music  
Travelling  
Writing  
Driving

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender : Female  
Date of Birth : 04-06-2001  
Nationality : Indian  
Marital Status : Single  
Present Address : Thoopeli (H) Veluthoor  
Thachampilly Thrissur ,kerala  
Pin: 680012

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

**ANUSHA B**