



ANITHA ROSY J. P.

CONTACT

✉ anithajeen7@gmail.com
☎ +91- 6282989408
📍 Juthamparambil house,
Water land road,
Palluruthy P. O,
Kochin -6,
Ernakulam,
Kerala,
India, Pin - 682006.
DOB - 23/05/1994

SKILLS

1.Time Management. 2.Problem Solving. 3.Decision Making.
4.Adaptability. 5.communication skill.

80%

LANGUAGES KNOWN

1.English. 2.Malayalam. 3.Hindi.
4.Tamil.

INTERESTS

Participating Social activities, Drawing,
Travelling.

CAREER OBJECTIVE

Seeking opportunities to incorporate my skills and training in contributing to the growth of the organization and to strengthen and realise my career potential.

EXPERIENCE

Billing Staff/ Sales Executive November 2015
JANCY FASHION JEWELLERY, Aroor, Alappuzha - March 2016

- Managing payment and delivery.
- Maintain transaction Records.
- List the shortage items and preparing stock Calculation.

EDUCATIONAL QUALIFICATION

Diploma in Hospital Administration July 2023 -
TUV SUD Certified.International School Of Skill January 2024
Development,Kerala.

Diploma in Computer Application March 2015
ISO 9001: 2008 Certified.SN
Infotech,Palluruthy,Ernakulam.

Bachelor's of Arts(Economics) 2015
St. Joseph's College, Ernakulam, MGUniversity

Government of Kerala Board of Higher Secondary Education XII (Humanities) 2012
Government Girl's Higher Secondary School,
Mattancherry, Ernakulam, Kerala.

Secondary Education X, Government of Kerala State Board. 2010
Our Lady's Convent Girls High School, Thoppumpady,
Ernakulam

CERTIFICATION

1: Certification in Accounting Software Tally.
March 2015

ISO 9001:2008 Certified
A Grade
SN Infotech, Palluruthy, Ernakulam.

REFERENCE

Lissymol Binu - International School of Skill Development,Kerala.

Faculty

7594055460

Mary Anju A. M. - St.Joseph College,Thoppumpady.

Lecturer

8129131204
