

RESUME



ANJU E S

Ettummal House
Ezhikkara PO
N Paravur-683513
Kerala, India
Mob: 8590210920

anjusajeev748@gmail.com

Personal Data:

Father's Name : Sajeev

Date of Birth : 06.05.1994

Sex :Female

Nationality : Indian

Marital Status: Single

Languages known:

- English
- Malayalam
- Hindi

CAREER OBJECTIVE

To obtain a respectable position in your organization which will enable me to use my talents creativity and ability to the maximum and contribute to the growth of organization as well as myself.

EDUCATIONAL QUALIFICATION

- **BA Communicative English**
*MG University
SN Arts and Science College, Kadamangalam*
- **Plus Two**
*Board of Higher Secondary Examination, Kerala
GHSS Ezhikkara*
- **SSLC**
*Board of Public Examination, Kerala
GHSS Ezhikkara*

TECHNICAL QUALIFICATION

- MS Office

PERSONAL STRENGTH

- Basic knowledge of Computer
- Communication skill
- Decision making
- Time Management Skills
- Positive Attitude & Willingness and learn to implement

EXPERIENCE

- 6 months experience as **FLOOR MANAGER** in Popular Nexa Palarivattom
- 8 months experience as **ADMIN EXECUTIVE** in Kalliyath Developers Pvt.Ltd, August 2021- March 2022
- 2 years experience as **CUSTOMER RELATION EXECUTIVE** in EVM Nissan Kalamassery, Sep-2018- December 2020
- 1 year experience as **WARD SECRETARY** in Amrita Institute of Medical Science, Ernakulam February 2017-April 2018

DECLARATION

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place: N Paravur

Date:

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