# **SM AHTILIA**



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## ACADEMIC CREDENTIALS

## **Bachelor of Commerce (Computer** Application)

- C M Arts and Science College Nadavayal, Kerala
- Calicut University
- 2019 | CGPA 6

#### **PLUS TWO**

- S.K.M.J H.S.S, Kalpetta, Kerala
- H S E Kerala State Board
- 2016 | 75%

#### SSLC

- G.H.S.S Panamaram,
- Board of Public Examination. Kerala
- 2011 | 76%

## COMPUTER PROFICIENCY

- MS-Office
- Excel
- Tally (ACPA)
- Internet & E-mail

### AREA OF EXPERTISE

- Administration
- **Public Relation**
- File Management
- FOA (Front Office Associate)

## 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.

## CAREER ABRIDGEMENT

To achieve a challenging position in a professional organization through selfimprovement 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 Work Ethic Communication Leadership Organization skills Time Management Interpersonal ability

Analytic Skills

## **EMPLOYMENT CHRONICLE**

# JUNIOR CLERK (TRAINEE) AUGEST 2022 SERVICE CO OPERATIVE BANK ANJUKUNNU

- Handle customer and their financial transactions through bank clerical
- Serve as primary point of contact to bank customer
- Answer and respond to bank customers enquires on financial
- Process and accept deposits and loan payment from bank customers
- Make payments to bank customers after checking and validating Customers signature on cheques
- Educate customer on bank product and service
- Assist administrative department in their task
- Sent notice to the customers about their loan

## OFFICE ADMINSTRATOR ABD TELE CALLER | FEBRUARY 2022 - AUGEST 2022 UNITED INSURANCE COMPANY LTD

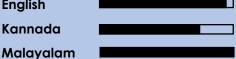
- Manage office activity
  - Manage clients
  - Generate policy leads
  - Maintain office records
  - Conduct a monthly reviews
  - Prepare daily cash expenses
  - Manage cash balance in CD
  - Preparing reports.

# LAB ASSISTANT (AGRICULTURE) | JANUARY 2020 - FEBRUARY 2022 ECO LABS PACHILAKKAD

- Making tissue culture plants
- Control office admirations
- Monitored and recorded company expenses.
- File management and invoice collection
- Review buyers
- Contact clients documentation

## LANGUAGES KNOWN

**English** Kannada



## **HOBBIES**

- Travelling
- Listening Music
- Sports

## **REFERENCES**

Available upon request

## **EMPLOYMENT CHRONICLE**

- ♣ Calicut University Inter college shuttle Championship
- ♣ Participation in Educational Expo 2019 at St' Marys College, Sulthan Bathery

## PROJECT DETAILS

Popularity of Internet Banking in Rural People with Special Reference to Panamaram Panchayath

## PERSONAL DOSSIER

Date of Birth : 13/02/1998 Gender : Female Nationality : Indian Marital Status : Single

Father's Name : Surendran MB Permanent Address : Mathoth house

Anjukunnu post, Mananthavady-670645

## **DECLARATION**

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

**ANJITHA MS**