

ANJITHA MS

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anjithamsms@gmail.com



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 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

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Analytic Skills

EMPLOYMENT CHRONICLE

JUNIOR CLERK (TRAINEE) AUGUST 2022

SERVICE CO OPERATIVE BANK ANJUKUNNU

- Handle customer and their financial transactions through bank clerical function
- Serve as primary point of contact to bank customer
- Answer and respond to bank customers enquires on financial transaction
- 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 - AUGUST 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

Malayalam

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