

ANJU ELZA ABRAHAM

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ACADEMIC QUALIFICATIONS

July 2013 - Present

MBA currently pursuing at Mar Thoma School of Management Studies, Ernakulam, Kerala, M. G. Universtiy

2010-2013

B. A. English Language and Literature - 3.23/B+
M. G. University, Assumption College

2010-2012

Senior School Examination (CBSE) - 74.2%
The Indian High School, Dubai, UAE

2009-2010

Secondary School Examination (CBSE) - 80.4%
The Indian High School, Dubai, UAE

ACHIEVEMENTS

- Actively participated in various State level Inter-collegiate Business Quiz competitions.
- Won first prize in Western music in college.
- Attended the Southern Regional Conference conducted by Indian Society for Training and Development (ISTD) Kochi Chapter to secure stronger skill sets.
- Represented Assumption College in M. G. University Arts Festival in Western Group Music.
- Member of the organising committee of KBS Free Medi-Camp held on campus
- Administration Officer for B-ZEST Edition 2 (College Management Fest)
- Received training to use job portals for recruiting from the Recruitment Officer at V-Guard Industries Ltd., Kochi

Project Work

- Organization Study at Anna Aluminium Pvt. Ltd., Kizhakkambalam
- Final Project on "Effectiveness of Recruitment using Job Portals at V-Guard Industries Ltd., Kochi"

PERSONAL SKILLS

- Good communication skills.
- Able to work on tasks independently or as a team player.
- Proficient in MS applications.

PERSONAL STRENGTHS

- Hard working
- Honest
- Sincere
- Enthusiastic

LANGUAGES KNOWN

- English
- Malayalam
- Hindi
- Arabic - Can read and write

AREAS OF INTEREST - Personal

- Singing
- Reading

AREAS OF INTEREST - Professional

- Training and Development
- Recruitment

PERSONAL DETAILS

Date of birth: 28 June, 1992

Place of birth: Dubai

Nationality: Indian

REFERENCES

Available on request