

ANJANA R.



Address : Perat Veedu, Thenhippalam (PO),
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CAREER OBJECTIVE

To work in a challenging position with an organization that provides ample opportunities to learn and to contribute.

EDUCATION

- **MBA (HR and Marketing)**

School of Management Studies
University of Calicut

- **BSc Chemistry**

Malabar Christian College,
Calicut

PERSONAL INFORMATION

Personal Data:

Date of Birth : 10-05-1993

Sex : Female

Marital Status : Single

Languages Known :

English (R/W/S),

Malayalam (R/W/S),

Hindi (R/W/S),

Tamil (R/W/S),

German (R/W).

Hobbies:

Collectibles

Poetry

EXPERIENCE

- **SKILL DEVELOPMENT EXECUTIVE**

(January 2018 - Present)

Additional Skill Acquisition Programme (ASAP)

Dept. of Higher education, Govt. of Kerala

- **GUEST LECTURER**

(02 December 2019 – 31 March 2020)

Dept. of Computer Application and Business Management

Govt. Women's Polytechnic College, Kottakkal

- **GUEST LECTURER**

(05 June 2017 – 30 January 2018)

Dept. of Computer Application and Business Management

Govt. Women's Polytechnic College, Kottakkal

MANAGEMENT INTERNSHIP

- **PROGRAMME EXECUTIVE**

(1 January 2016 – 31 December 2016)

Additional Skill Acquisition Programme (ASAP)

Dept. of Higher education, Govt. of Kerala

KEY SKILLS

- **Technical Skills** – Both Windows and Ubuntu
- Well proficient in communications.
- Quick learner, able to grasp new ideas, concepts and methods.
- **Work Culture**- Ability to work as an individual and in a group
- **Interpersonal skills** –Active listening, patience, tolerance, tone of voice, delegation and leadership.
- Excellent presentation skills

DECLARATION

I hereby declare that the above furnished information are true and to the best of my knowledge.

Place: Thenhippalam

Date: 12-07-2021

ANJANA R