



# ANNA F KAKKASSERY

## CONTENT WRITER

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### SKILLS

- Leadership skills
- Time management skills
- Communication skills
- Ability to work successfully in a team.
- The ability to work under pressure and multi-task
- Excellent knowledge about MS Word, MS Powerpoint, MS Excel, Google Docs, and Google Slides.

### IELTS

- Overall Band Score - 8
- Listening - 8.5, Reading - 9, Speaking - 7.5, Writing - 6.5

### CERTIFICATIONS

- Introduction to Social Media Marketing (Offered by Meta in Coursera) - Grade: 96.78%
- Writing That Sells, Batch 8 (Offered by Terribly Tiny Tales, TTT)

### POSITIONS HELD

- Vice Chairperson of Student's Union, St. Joseph's College (Autonomous), Irinjalakuda (2019-2020)

### PERSONAL PROFILE

A hardworking and passionate English graduate. Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to excel in the right environment.

### EDUCATION

- Master of Arts (M.A.), English  
Central University of Punjab, Ghudda (2020 - 2022 )  
CGPA: 7.91/10  
Grade: A
- Bachelor of Arts (B.A.), English Language and Literature  
St. Joseph' S College (Autonomous) Irinjalakuda, Thrissur (2017 - 2020)  
CGPA: 5.32/6  
Percentage: 88.2% Grade: A

### WORK EXPERIENCE

#### EduLive

*September 2021 - March 2022*

- Worked as a Part-time tutor.
- Taught English Grammar to Grade 5 and Grade 9 students in Canada.
- Conducted online classes with PowerPoint presentations and weekly tests.

#### English Mitra

*March 2023- May 2023*

- Worked as an English Trainer.
- Helped students communicate better in English via social media platforms like Whatsapp, BOTIM and IMO.

### INTERNSHIPS

#### College Aftermath

*December 2022 - February 2023*

- Good comprehensible articles were contributed to the company one per day.
- Articles were based on job opportunities, salaries and benefits of working multi-national company.