

# ANNU RAJU



Email: [annuraju3@gmail.com](mailto:annuraju3@gmail.com)

**7A**

**Rojanagar**

**Extension**

**Madhavaram Chennai 600060**

**MOB NO: 8939257505**

---

**OBJECTIVE:** To become a successful professional in a reputed firm where I can refine myself through experience and in turn contribute towards the progress of the parent organization.

---

## **PROFILE:**

- ⇒ Professional with **BACHELOR OF BUSINESS ADMINISTRATION** degree completed in **2015** from **ST. MARYS COLLEGE FOR WOMEN PALLAKARA** (Thiruvalla) and accented with the latest trends and techniques of the field, having an inborn quantitative aptitude, determined to carve a successful and satisfying career in the industry.
  - ⇒ **Good communication skills** and rich domain knowledge with comprehensive understanding and practical knowledge of various languages, operating systems and software.
  - ⇒ **Focused and hardworking**, self-motivated and **team oriented**; with proven capability to meet high-pressure deadlines and coordinate multiple projects.
  - ⇒ A **good academic record** the educational span.
  - ⇒ Confident and resourceful with a willingness to learn new concepts and apply them to yield successful results.
- 

## **EDUCATIONAL AND PROFESSIONAL CREDENTIALS:**

| Examination Passed     | Year | University/BOARD                     | PERCENTAGE |
|------------------------|------|--------------------------------------|------------|
| <b>BBA</b>             | 2015 | Mahatma Gandhi University, Kottayam  | 60%        |
| <b>12<sup>th</sup></b> | 2012 | National Institute Of Open Schooling | 60%        |
| <b>10<sup>th</sup></b> | 2009 | State Board of Kerala                | 65%        |

---

**PROFESSIONAL EXPERIENCE:**

- Worked as a Medical Record Assistant –Medical Mission Hospital in Thiruvalla from 4<sup>th</sup> June 2015 to 5<sup>th</sup> September 2015.
- Working as a Branch Executive –Dora Micro Finances in Chengannur from 7<sup>th</sup> September 2015 to October 2017

---

**TECHNICAL SKILLS:**

|                              |  |
|------------------------------|--|
| <b>Computer Proficiency:</b> | <ul style="list-style-type: none"><li>• Microsoft Excel, word and power point.</li><li>• Tally ERP-9</li></ul> |
| <b>Operating Systems:</b>    | MS- Windows07/ 2000/Window7,Windows 8.1  |
| <b>Operating Tools:</b>      | MS-Office, Photoshop   |

---

**ADDITIONAL COURSES:**

| COURSES   | DURATION | INSTITUTION   |
|---|----------|---|
| <ul style="list-style-type: none"><li>• MS-Office &amp; Tally</li></ul> | 3 months | ICAD Institute Of Computer Aided Designing Thiruvalla |
| <ul style="list-style-type: none"><li>• Tally ERP-9</li></ul>           | 6 months | Info Graphic Technical Training And Service Kottayam  |

---

**PROJECT UNDERTAKEN AS PART OF CURRICULUM BBA:**

|                      |  |
|----------------------|--|
| <b>Project Title</b> | <b>A Study on Employee Satisfaction At TVS &amp; Sons Pvt ltd Kottayam</b> |
| <b>Time Frame</b>    | 3 Months   |

---

**COMMUNICATION SKILL:**

- Languages Known: English, Hindi, Malayalam,
- Languages Speaks: English, Malayalam

---

**PERSONAL DETAILS:**

**FATHER'S NAME** : Raju Jacob  
**MOTHERS NAME** : Elsamma Raju  
**NATIONALITY** : Indian  
**MARITAL STATUS** : Married  
**DATE OF BIRTH** : 3<sup>rd</sup> November 1992

---

**DECLARATION:** I hereby declare that the particulars given above are true and correct to the best of my knowledge and belief.

**Place: Chennai**

**Date: 13/02/2021**

**(ANNU RAJU)**