

# CURRICULUM VITAE

## ANJANA S

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### **CAREER OBJECTIVE**

To build upon and enhance my professional skill in a reputed and dynamic organization that gives me the opportunity to evolve in a professional manner.

### **ACADEMIC QUALIFICATION**

- **MBA:**
  - **MBA Finance and HR from Conspi academy of management studies (Cochin university of science and technology)( April 2019)**
- **Graduation BBA:**
  - **Bachelor of business administration (BBA) from Bharathiar University. (May 2016)**
- **Intermediate:**
  - **Higher Secondary education :GOVT.VHSS Vattiyoorkavu (May 2013)**
- **Matriculation:**
  - **Nirmala Bhavan higher secondary school, Nanthancode (March 2011)**

### **WORK EXPERIENCE**

- **Experienced as a lecture in ruby training college for 8months**
- **Currently working as a HR recruiter in Norka roots recruitment section**

### **ACHIEVEMENTS:-**

- **Summer internship at Vijaya Mohini mills Thirumala, Trivandrum.**

- Certification of Tally Ace ERP 9 from REACH..
- Project at Terumo Penpol, Puliyarakonam, Trivandrum
- Industry visit at family plastic, Trivandrum.
- Act as an executive committee member in college.
- Act as a program coordinator for college cultural activities.
- Active member in Trivandrum management association.
- Student delegate in Annual management convention conducted by TMA.
- Experienced as teacher in Ruby training Academy for 5 months.
- Participated in management fest at Marian college, Kuttikanam.
- Volunteer in 2<sup>nd</sup> international seminar conducted by CUSAT.
- Participated in finance summit on the topic “Digital age of Finance.”

#### **KEY SKILLS AND ATTRIBUTES**

- Good communication and interpersonal skill.
- Teaching skill.
- Leadership quality and team work.
- Ability to handle a difficult situation.
- Ability to effectively organize a program.
- Good knowledge in MS office.

#### **PERSONAL DETAILS**

Date of Birth : 26<sup>th</sup> April 1995

Languages Known : English, Malayalam, and Tamil

Hobbies : Dancing, Traveling, Cooking

#### **DECLARATION**

I hereby declare that the above mentioned facts are true to the best of my knowledge and belief.

**Place:** Trivandrum  
**Date:**

Anjana S