



ANU K V

Post Applied: Admin, Receptionist,
Office Secretary

anukv532@gmail.com



+91-9072711023



Seeking challenging environment that encourages continuous learning and creativity providing exposure to new ideas and stimulates personal and professional growth.

WORK EXPERIENCE

- ⇒ 1 & half years experience in Metro medical care at Kuwait as Asst. Admin.
- ⇒ 2 years and 5 months experience in “Western Institute of English” as Business Development Manager.
- ⇒ 1 Year experience in State Bank of India as Branch relation executive.

JOB PROFILE

- ⇒ Presenting, recruiting the marketing & sales staff.
- ⇒ Conduct meeting of team members
- ⇒ Search new ideas to achieve monthly target

ACADEMIC QUALIFICATION

Graduation –BBA
Diploma in Accounting and Finance
Diploma in Hospital Administration

PERSONAL SKILLS

Written and Verbal Communication skills

Interpersonal skills Administration

Flexibility Software skills

Time management and Organization

Adaptable and quick to learn with technologies

CONTACT ADDRESS

W/o VIJESH T V
Thayyilveed
Ezhilode P.O
Kunhimangalam (Via)
Kannur District, Kerala
India, Pin-670309.

PERSONAL DETAILS

Nationality : Indian
Marital status : Married
Date of birth : 15/02/1993
Passport No : S6704898

LINGUISTIC PROFICIENCY

English & Hindi

SOFTWARE SKILLS

Operating systems

Microsoft office word

Microsoft office excel

Internet browsing

DECLARATION

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

ANU K V