



ANJU K.T

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Dubai,UAE

CAREER OBJECTIVE

To Pursue the professional Career in an Organization where in can constantly grow within the Institution, acquire specific skill at each Level and give my best efforts to work for overall stability and prosperity of the Institution.

PROFESSIONAL EXPERIENCE

Office Secretary

West Fort Hospital, Kerala, India

01 Apr 2019 – 14 Jan 2023

- Performed a variety of administrative duties, including answering phones, taking and delivering messages, writing memos, circulars, Handling Office Registers, making copies, faxing documents, and greeting visitors.
- Maintained office schedules and filing systems.
- Handled office correspondence and incoming and outgoing mail.
- Managed office space and office equipment. Maintained work logs for office employees
- Highly competent communicator skilled in multitasking and effectively communicating with others. Bringing forth a proven track record of successfully managing offices.

Office Staff

Kavungal Agencies, Kerala, India

03 Jun 2017 – 30 Dec 2017

- Managed and priorities management authorities schedules to ensure that their time is focused on critical strategic issues.
- Office management
- Document preparation
- Attending calls
- Quotation preparation
- Assist in procurement
- MS Office
- Telesales

Office Staff

Oushadhi Panchakarma Hospital & Research Institution, Kerala, India

15 Sep 2015 – 01 May 2016

- Greeting visitors, helping them navigate through our office, and supplying them with refreshments as they wait.
- Maintained calendars for appointments, sort mail, make copies, and plan travel arrangements, bill preparation, act patient and public relations executive, draft preparation, attending calls.

EDUCATION

CERTIFICATE PROGRAMME IN HOSPITAL ADMINISTRATION

NACTET

Grades - A+

Year of passing: 2018

PGDCA (POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS)

RUTRONIX

Grades - First Class

Year of passing: 2014

BSC ZOOLOGY

Sree Kerala Varna College / Calicut University

Grades - B+

Year of passing: 2012

VISA STATUS

I am currently on UAE visit visa which expires on 13 April 2023

CORE SKILLS

- Administrative Duties
- Professionalism
- Good communication and organizationskills
- Verbal & written communication
- Flexibility & Adaptability
- Efficient & Smart worker
- Reception assignments
- Document preparation
- Handling office stationary
- Front desk duties
- Document Controller
- Data entry
- Understanding and grasp tasks quickly and efficiently
- Excellent customer service
- Shorthand typing
- Attention to details
- Proficient with word processing and spreadsheet
- Time management and Multitasking
- Expert in operating and maintainingoffice equipment

HOBBIES

- Travelling
- Dancing
- Drawing
- Singing

LANGUAGES

- English
- Malayalam
- Tamil
- Hindi

REFERENCE

Reference available upon request

