



PROFILE

Passionate with a warm and friendly demeanor always! Skilled at conflict resolution. Team builder who is acutely attentive to teammates and customers' needs. Punctual problem solver and an avid multitasker. Track record of being an essential part of the operation team and instrumental in providing effective solutions that produce immediate impact and contribute to the establishment's long-term success.

CONTACT

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VISA STATUS:
Visit Visa (Expiry: 07/08/2022)

ACTIVITIES AND INTERESTS

- Dancing
- Reading
- Traveling

ANJU MUKUNDAN

WORK EXPERIENCE

Company: City Bags Trading's
Designation: Business Administrative (2020 to 2022)

Handling office tasks (such as filing, generating reports and Presentations), Setting up for meetings, and reordering supplies, Design and implement plans, Research new innovative ways to improve the business, maintaining meaningful relationships with existing clients, leading planned worked assigned.

EDUCATION

Srinivas Institute of Management Studies – Mangalore, India

- PGDM - Human Resources (2016-2018)
- BBA - Bachelor Business Administration.

Professional courses:

- DIFA (Diploma in Indian and Foreign accounting)
- PDIFAS (Professional diploma in Indian Foreign and SAP accounting).

KEY SKILLS AND CHARACTERISTICS

- Good communication skills.
- Ability to work independently and work in a team
- Work Load Management.
- Excellent listener
- Friendly, courteous, and service-oriented
- Poised under pressure
- Staff Training & Coaching
- Passionate and Hardworking
- Team Player
- Solid written and verbal communicator
- Able to respond quickly in emergency situation

DECLARATION

I solemnly declare that all the information furnished in this document is free of errors to the best of my knowledge.