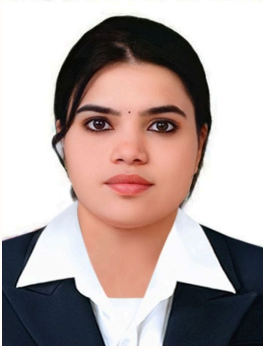


Anchu Ansan



✉ Anchuansan@gmail.com

☎ 0564606970

Bon Building Flat No-406 Abu

📍 Shagara- Near Sharjah Cooperative Society Sharjah

📅 16/12/1996

🌐 LANGUAGES

English ●●●●●

Hindi ●●●●●

🎓 EDUCATION

Master of Business Administration in Human Resource Management

Bharathiar University Coimbatore,
Tamil Nadu, India
2021 | India

Bachelor of commerce

Mahatma Gandhi University,
kottayam, kerala india
2019

🧠 SKILLS

- Time Management
- Teamwork
- Attention to details
- Leadership

📄 CERTIFICATES

- Certificate in tally Erp 9

👤 PROFILE

Active Office Administrator with 4+ years of experience managing office operations in fast-paced, deadline-driven environments. Adept at developing and maintaining detailed administrative and procedural processes that reduce redundancy, improve accuracy, and achieve organizational objectives. Skilled at working effectively with different departments to coordinate information and resolve problems.

📁 PROFESSIONAL EXPERIENCE

K. E. RUBBERS, DEALER COMPANY, KANJIRAPPLY. KOTTAYAM, KERALA, INDIA

Administration Cum Office Assistant
2019 – 2022

- **Administrative work helps ensure that day-to-day activities run smoothly and organizational processes are well-coordinated. Administrative professionals often need to pay close attention to detail, have strong organizational skills, and be able to manage multiple tasks simultaneously.**
- **Administrators are responsible for managing daily operations, overseeing staff, maintaining records, and ensuring compliance with policies.**
- **Managing employee records: Creating, maintaining, and ensuring the accuracy of employee records**
- **Managing payroll and pensions : Handling payroll and pension-related tasks**
- **Managing queries: Answering employee questions about company policies, benefits, leave management, and more**
- **Preparing reports: Analyzing data and creating reports**
- **Analyzing staffing needs**
- **Tracking and managing employee absence records**
- **Ensuring compliance**

meenachil east urban co-operative bank ltd Kottayam Bank Trainee

2022 | Kanjirappally,, India

- **Banking operations banking procedures, including customer service, loans, account management, and transactions**
- **customers with inquiries, resolve issues, and provide guidance**
- **Work with other departments, such as finance, marketing, and risk management**
- **analyze financial data, prepare reports, and make recommendations**
- **senior management with tasks like loan application evaluation and credit risk assessments**
- **Keep up with industry trends, market conditions, and banking regulations**
- **support senior staff to ensure efficient branch performance**