

ANJU MOHAN

Position : Administrator
Experience : 2.5 Years in India
Qualification : MCA
Current Location :Dubai
Visa Status : Visit Visa



Mobile:+971564044497
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Status : Ready to join immediately



❖ **CAREER OBJECTIVE**

To be a part of an organization where get a chance to use my knowledge and skills to contribute in the progress of the organization as well as myself.

❖ **WORK EXPERIENCE**

Ticyt (The Indian Cyber Technology)

Role: Administrative Officer (March2015 – February 2018)

Responsibility:

2year and 8 Month of industry experience.

- Guided the development, production, promotion and financial aspects of ticyt.
- Worked with stakeholders to drive product and service definition and design.
- Facilitated a fast-paced and dynamic entrepreneurial environment.
- Maintained or improved margins over previous years.
- Coordinated and lead efforts across a large cross-functional team.
- Planned, directed and monitored regulatory operations.
- Ensured exceptional client service and quality product offerings.

- Planned, coordinated and controlled daily operations of the organization.
- Reviewed sales price and operating costs.
- Handled telephone inquiries

❖ **EDUCATIONAL QUALIFICATION**

- MCA From CUSAT . Aggregate is 74% . Passed out year 2015

❖ **ADDITIONAL SKILLS**

- Efficient in Php Programming, Webdesigning and MS Office suite .

❖ **PERSONAL DETAILS**

Date of Birth : 24th May 1992

Fathers Name : Mohanan A K

Gender : female

Marital Status : Married

Nationality : Indian

Languages known: English, Malayalam, Hindi & Tamil .

❖ **DECLARATION:**

I do hereby declare that the above given pieces of information are true to the best of my knowledge and belief.

Place: Chengannur

Date: 2/03/2018

Anju Mohan