



DIVYA ANISH

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ABOUT ME

Self-directed, enthusiastic worker with a passionate commitment to office development. Experienced in handling cash and taking payments from members of public. Able to remain focused when carrying out boring repetitive or monotonous clerical task.

PROFESSIONAL SUMMARY

Cash handling

Office management

Responsible for all clerical works

Customer handling

Day book closing

Responsible for the filing of billing requisition as well as the retrieval of archived requisition.

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EXPERIENCE

Faculty of Social science
(2015 -

2016)

Prathibha Central School, Nagaroor, Kerala

Faculty of Social science
(2016 -

2017)

AKM Public School, Madathara, Kerala

- Classroom supervision
- Teaching
- Lesson planning and implementation
- Creating healthy learning environments
- Knowledge of subject areas
- Creation of lesson plans and course materials
- Class preparation
- Grading and student progress
- Rule enforcement
- Tutor students individually and in groups
- Experience working with children
- Written and verbal communication

Faculty of Economics

College of Bose & Rajive, Kilimanoor.

- Faculty of economics for grade 12
- Faculty of economics for Bachelor degree

Esaf Small Finance Bank 2016-2020

Assistant Branch Manager

- Customer Relation
- Handling and Swiftly resolving customer complaints in a professional effective manner.
- Coordinate and assist with the dual control vault responsibilities
- Assist the manager by working on assigned project and by making recommendation to improve branch operation and development
- Check by day to day account transaction.



Answering incoming calls
resolving issues with both
customers billing department.

Internet browsing.

- Cash Handling and verification
- Account Opening
- Office Management
- Cash Daily Closing

LANGUAGE KNOWN

English

Malayalam

Hindi

REFERENCE

That can be furnished on demand.

EDUCATION

- Master of Arts (Economics) Kerala University 2011.
- BA Economics Kerala University 2006
- Plus Two (Computer Commerce) Board of Higher Secondary Examination, Kerala 2003
- SSLC (General) Board of Public Examination, Kerala 2001

COMPUTER KNOWLEDGE

- Computer Teacher Training Course
- MS Office
- Advanced Diploma in Computer Application
- Internet browsing

PERSONAL DETAILS

Name : DIVYA ANISH

Husband's Name : ANISH. B

Visa : Visiting Visa

Date of Birth : 27-04-1986

Gender : Female

Marital Status : Married

Nationality : Indian

DIVYA ANISH



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