

CURRICULUM VITAE

ANUJA JAYA

Mobile : +971 567686551

Email : anuashok60@gmail.com



Career objective: To achieve a successful position in your esteemed organization and to contribute efficiently for the growth of the organization and there by satisfying personal goals.

Principle/Abilities: Concrete knowledge in Administration, sales, Customer Service . Confident individual with an exceptional ability to work independently and as a team member. Go-getter attitude with fine interpersonal skills in English.

Work Summery: Immense potential to work under pressure with excellence quality of work.

PROFESSIONAL EXPERIENCE

**Aswathy Beauty Parlor & Archana Beauty Parlor
Kollam, India**

Job Title : Beautician

Job Description:

- Cut, trim and shape hair or hairpieces, based on customers instructions, hair type and facial features, using clippers, scissors, trim and razors,
- Analyze patrons hair and other other physical features to determine and recommend beauty treatment or suggest hairstyles.
- Update and maintain customer information record, such as beauty service provided,
- Shampoo, rinse condition and dry hair ans scalp or hairpieces with water, liquid soap, or other solutions.
- Operate cash registers to receive payments from customers .
- Assist in daily activities

**Akshaya Center
Kollam, India**

Job Title : Computer Operator

Job Description:

- Respond to customer request and Serve the customer requests
- Received payment by cash credit and give back the exact change
- Routinely answered customer question regarding Merchandise and pricing
- Developed a reputation as an efficient service provider with high level accuracy

**Little Jasmine English medium School
Kollam,Kerala,India**

Job Title : School Teacher

Job Description:

- Maintain a safe , stimulating learning environment .
- Provide support and assistance to students.
- Execute lesson plans in a way that instruction can be accomplished within allotted time.
- Follow Policies and Procedures as set forth by Administration.
- Provide a clean, Safe, and nurturing classroom Environment.
- All other duties as assigned,

EDUCATIONAL AND TECHNICAL ATTAINMENT

- ✓ Teachers Training Course (TTC) Kollam, Kerala, India.
- ✓ Diploma in Electronics, IHRD polytechnic, Karunagapally, kollam
- ✓ Diploma in Computer Hardware – Computer Assembling, Repairing and Software Installation.
- ✓ Proficient in computer skills possess good knowledge of various Applications

LINGUISTIC ABILITY

: English, Hindi, Tamil& Malayalam.

TRAINING RECORDS

- ✓ Customer Service.
- ✓ Diploma in Electronics
- ✓ MS Office & Internet (MS-Word, MS-Excel)
- ✓ Beautician & Cosmetologist

PERSONNAL DETAILS

Name	:	ANUJA JAYA
Father Name	:	N. ASHOK KUMAR
Date of Birth	:	01-01-1987
Marital Status	:	Married
Nationality	:	Indian.
Sex	:	Female
Hobbies & Likes	:	Browsing.

PASSPORT DETAILS:

Passport No.	:	L2927840
Place of Issue	:	Trivandrum
Date of Issue	:	03-07-2013
Date of Exp.	:	02-07-2023

Declaration

I, Anuja Jaya hereby declare that the above said information regarding me is true to the best of my knowledge.