



**ANUSHA E X**

**Mobile : 0506730984**

**E-mail: [anushaex8@gmail.com](mailto:anushaex8@gmail.com)**

**Permanent Address :**

Edakkalathur House  
P O Puranattukara  
Thrissur  
Kerala,India

**Personal Profile:**

**Date of Birth :** 18th September  
1995

**Father :** Xavier E L

**Gender :** Female

**Age :** 26

**Nationality :** Indian

**Religion :** Christian,RC

**Marital Status :** Married

**Husband :** Linto K T

**Languages Known:**

English, Malayalam and Hindi

# RESUME

## OBJECTIVE

“To use my skills in the best possible way for achieving the company’s goals and to enhance my knowledge & skills.”

## ACADEMIC RECORD

- B-Tech in Electronics and communication engineering from SET College of engineering and management, Thrissur with SGPA 6.5,University of Calicut,Kerala,India(2014-2017).
- Diploma in Electronics engineering from Government Women’s polytechnic college Nedupuzha, Thrissur with CGPA 7.61. State Board of Technical Educations, Kerala, India (2011-2014).
- SSLC (2011) from SSGHSS Puranattukara,Thrissur with 90%. Kerala State Board of Public Examinations.

## TECHNICAL SKILLS

**PACAKEGES :** MS – Office (Word, Excel, Power point), Internet.

## WORK EXPERIENCE

- ✓ Worked as office staff at POWERLINE SYSTEMS, Thrissur, Kerala, India from 2018 –2020

## PASSPORT

Passport No : V 1845865  
Place of Issue : Cochin  
Date of Expiry : 11/06/2031

### **Strengths :**

Confident,  
Excellent Listening, Willing to  
Learn,  
Hard working,  
Dedicated and Honest

### **Personal Skills :**

Hard working and perform every  
work to my maximum capacity.

High level of patience

### **Personal Attributes :**

Having positive attitude.

Flexible to the working  
environment.

Smart worker.

### **Hobbies :**

Listening to music.  
Playing Games.

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### **Job Responsibilities**

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- In-depth knowledge of entering data fields into computer in windows.
- Proficient with MS office and internet usage.
- Kept updated records of office expenses and costs.
- Research and obtain further information for incomplete documents.
- Reviews data for errors, missing pages or missing information and resolves any discrepancies.
- Rearranging of files and folders
- Entering customer and account data from source documents within time limits.
- Ensure proper use of office equipment and address any malfunctions.

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### **DECLARATION**

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I do hereby declare that the above particulars of information  
and facts stated true and faith to the best of my knowledge and belief.

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