**Aneeta** [**Aneeta.344354@2freemail.com**](mailto:Aneeta.344354@2freemail.com)

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| **CAREER OBJECTIVE** | To pursue an opportunity with a reputed organization, and achieve personal career growth through significant contribution to the organization. |
| **ABOUT ME** | I have completed diploma in multimedia animation from loyal college at mananthavady for 2 year at Wayanadu. Currently I am working in National Institute of Business Management at Trivandrum till date. I have skill set in Photoshop, coreldraw, 3ds max, Illustrator, Indesign, and now concentrating in the field of Administration . I have 3 years of experience in this Administration field. |
| **Areas of interest** | Operating Systems: Windows 98/2000/XP/7,MS Office  (Word/Excel/Power Point/ Publisher) Corel Draw, , 3ds max, Illustrator, Indesign, and Photoshop etc.. |
| **Professional Experience** | **January 2013 to March 2014**  1 year experience in Office Staff , Techno park at Trivandrum.  (Winwrench Software solution Pvt. Ltd)   * Designing brochures , logo and Stationary, Web page Design In photo shop, Corel Draw and Adobe illustrator * Handling of supplier queries via email and calls, etc   **April 2014 to February 2017**  Currently working at National Institute Of Management. National Institute of Business Management is a premier online MBA training institute in India rendering Business Administration Courses in Correspondence and Online modes.   * Designing brochures , logo and Stationary * Supplier management. * Handling CRM * Doing admin works and certificate in Photoshop & coreldraw. |
| **Educational qualification** | * Higher Secondary (Computer Application) From Kerala University, Kerala (India) * Diploma in Multimedia Animation * Practical knowledge of Tally, photo shop, , 3ds max, Illustrator, Indesign, corel draw, and * Adobe illustrator etc. |
| **PERSONAL DETAILS** | * Date of Birth : 21-04-1992 * Nationality : Indian * Sex :Female * Marital status : Unmarried * Languages spoken : English, Hindi, Malayalam, |

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge and belief.