**Aneeta** **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.

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| **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.
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| **PERSONAL DETAILS** | * Date of Birth : 21-04-1992
* Nationality : Indian
* Sex :Female
* Marital status : Unmarried
* Languages spoken : English, Hindi, Malayalam,

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**DECLARATION**

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