



ANEESHMA VARGHESE

PROFESSIONAL PROFILE

I am a punctual and motivated individual who is able to work in a busy environment and produces high standard of work. I am an excellent team worker and am able to take instruction from all levels and build up good working relationship with all colleagues. I am flexible, reliable, and possess excellent time keeping skills

WORK EXPERIENCE

Career Counsellor at GALAXY EDUCATIONAL SERVICES

- Inspecting clients' career-related aspirations, concerns, and uncertainties throughout the consultation process.
- Reviewing clients' personal and educational undertakings and how the manifestation of these might inform their prospective job-related choices.
- Proposing career-related options that are congruent with your substantiated insights.
- Informing clients about potential shortcomings in their skill sets and devising strategies to remedy these.
- Pinpointing and informing clients of potentially helpful career-related opportunities.

Data Entry Operator at IRINJALAKKUDA MUNICIPALITY

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheet, database, or other computer software.

EDUCATION

Bachelor of Mathematics

Calicut University

Twelvth

Higher Secondary Education Department

SSLC

General Education Department

CONTACT



0542431109



aneeshmavarghese@gmail.com



INDIA

SKILLS

- Team Work
- Time Management
- Leadership
- Verbal & Written

Communication

LANGUAGE

- English
- Malayalam
- Hindi

COMPUTER SKILLS

- Data Entry
- Spread Sheet
- Slide Presentation