



BISHA ANNA BIJU

WORK EXPERIENCE

BANK ASSISTANT (Kerala, India) KAVIYOOR SERVICE CO-OPERATIVE BANK LTD.NO.A 707 (Jan 2022-Dec 2022)

- Performed various bank transactions like accepting deposits and loan payments, cash checks and process withdrawals.
- Checked the customer's requirements and suggested products and services which can help them. Addressed customer queries and solve their problems.
- Aided customers to finding relevant and required information.

EDUCATION

- **HIGHER DIPLOMA IN CO-OPERATION AND BUSINESS MANAGEMENT (HDC&BM) (2020-2021)**
Central Board of Examinations
(83%)
- **BSC MATHEMATICS- (2015 -2018)**
Mahatma Gandhi University
A grade
- **Higher Secondary (2015)**
Board of Higher Secondary Examinations, Kerala
(90%)
- **Secondary (2013)**
General Education Department, Kerala.
(85%)

LANGUAGES KNOWN

- Malayalam
- English
- Hindi
- Tamil

SKILLS

- MS WORD
- MS EXCEL
- Communication skills
- Adaptability
- Decision Making
- Teamwork
- Self-motivation

PROFILE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

CONTACT

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PERSONAL DETAILS

Date of birth: 21/06/1997

Gender: Female

Nationality: Indian

Marital Status: Single

DECLARATION

I hereby declare that all the information mentioned above is true to the best of my knowledge.