



ANJITHA MANOHARAN



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anjithakalarickal@gmail.com

EDUCATION

-  **MBA FINANCIAL MANAGEMENT**
Bharathiyar University, India | 2021
-  **BACHELOR OF BUSINESS ADMINISTRATION (BBA)**
Jai Bharat Arts and Science College
India | 2016
-  **PLUS TWO - SCIENCE**
Govt Hss Kadayiruppu, India | 2013
-  **SSLC**
Govt Hss Kadayiruppu, India | 2011

COMPUTER SKILLS

-  **MS Office (Word, Excel, PowerPoint)**
-  **Internet & Email Management**

PERSONAL INFO

Nationality : Indian
Gender : Female
D O B : 23/08/1996
Marital Status : Married
Languages : English, Malayalam
Hindi & Tamil
Passport No : U5201038

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Email

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Address

Kalarickal (H), Kadayiruppu
P.O, Kolenchery, Ernakulam,
Pin: 682311, Kerala, India

CAREER SUMMARY

A highly motivated professional with experience in academic counselling, application processing, and data analysis. Skilled in guiding students on academics, career planning, and scholarships while providing mental health support and tracking progress. Proficient in managing and processing international university applications, ensuring accuracy and timely submissions. Expertise in data cleaning, analysis, visualization, and database management to identify trends and support decision-making. Adept at collaborating with teams, streamlining processes, and preparing reports to achieve organizational objectives

WORK EXPERIENCE

May 2022 – December 2022

ACADEMIC COUNSELOR

GLOBAL STUDY LINK, KERALA, INDIA

- Guided students on academics, careers, and scholarships.
- Helped set goals and tracked progress.
- Supported mental health and stress management.
- Managed student files and databases.
- Prepared reports and influenced policies.

September 2021– May 2022

APPLICATION EXECUTIVE

EDROOTS INTERNATIONAL, KERALA, INDIA

- Managed and processed student applications for international universities.
- Coordinated with students, counsellors, and university representatives.
- Ensured timely and accurate submission of applications.
- Provided guidance on application requirements and procedures.
- Maintained communication to resolve issues and streamline processes.

August 2016 – March 2020

DATA RESEARCH ANALYST

FULLCONTACT INC, KERALA, INDIA

- Cleaned and prepared data by fixing errors and removing duplicates.
- Analyzed data to identify patterns, relationships, and trends.
- Created visualizations like charts and dashboards to present insights.
- Prepared reports to communicate findings to stakeholders.
- Managed databases and ensured data integrity.
- Collaborated with teams to develop data-driven strategies.

KEY SKILLS

Academic Counselling

Career Guidance

Reporting and Presentation

Time Management

Communication Skills

Data Analysis

Problem Solving

Team Coordination

Goal Setting

Data Visualization