

# ANJANA RAJU



## CONTACT

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Al Gubaiba , Dubai

## SKILLS

- Risk Assessment
- Policy Analysis
- Financial Analysis
- Knowledge of Marine Insurance Products and Regulations
- Regulatory Compliance
- Data Analysis and Interpretation
- Communication Skills

## LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

## PERSONAL DETAILS

Date of Birth : 24-07-1990

Nationality : India 🇮🇳

Visa Status : Employment Visa



## OBJECTIVE

To secure a challenging and rewarding career in an esteem and multicultural organization, there by leading to increasing responsibility and career advancement. To achieve great results in terms of targets achieved and a spanning career.



## WORK EXPERIENCE

**Unitex Commercial Brokers LLC** 2021 - PRESENT  
Office Admin / Customer Service

- Providing administrative support to various departments .
- Import export Documentation (Preparing invoice / C/O / BL).
- Online policy presentation and updating records.
- Creating a monthly inventory of all insurance coverage .
- Connect with all major shipping companies and tracking the progress of shipment.

**Medical Specialist Center Dubai** 2017 - 2019  
Office Clerk / Front Desk

- Maintaining confidential records and filing.
- Medical Billing.
- Insurance eligibility checking.
- Administrative Support.

**National Rural Health Mission , Central Govt. of India** 2015 - 2017  
Secretary

- Supporting administrative and clerical tasks within a government entity.
- Maintaining accurate and up to date records, including both digital and physical files.
- Assisting with other office related duties to ensure the smooth operation.



## EDUCATION

**Post Graduate Diploma in Computer Application** 2011 - 2012  
Institute : Alphonsa College , Kerala , India

**Bachelor of Arts - Economics** 2008 - 2011  
Institute : ST:George College, Kerala , India  
Mahatma Ghandi University