



ANJU J V

AI Nauimya I | 0506033848 | anchujeyakumar@gmail.com |

Professional Summary: Experienced professional with a strong background in administrative assistance, content moderation, and quality assurance. Proven ability to manage operations efficiently while ensuring high-quality standards in content moderation. Seeking to leverage skills in HR and operations management to contribute effectively to organizational success.

EXPERIENCE

JUNE 2023
JULY 2024

HYGIENE DETERGENTS & DISINFECTANTS IND TR L.L.C

ADMINISTRATIVE ASSISTANT

Prepared quotations based on customer requirements and pricing guidelines.
Generated invoices accurately and promptly for delivered goods/services.
Managed accounts receivable by following up on outstanding payments and resolving payment discrepancies.

Supported the administrative team with scheduling, correspondence, and office organization.

Maintained filing systems and documentation in compliance with company policies.

FEB 2021
APRIL 2023

INFORESEARCH PVT LTD

QUALITY ANALYST & CONTENT MODERATOR

Moderated user-generated content to ensure adherence to platform/community guidelines.

Enforced content policies and procedures to maintain a safe and engaging user experience.

Analyzed moderation data and trends to identify areas for improvement in content quality.

Conducted quality assurance audits to uphold standards and compliance with regulatory requirements.

Collaborated with cross-functional teams to implement enhancements in moderation processes.

EDUCATION

JUNE 2019

MASTER OF BUSINESS ADMINISTRATION- ANNA UNIVERSITY

Specialized in Human Resource Management & Operation Management
Received Award for Academic Excellence & 100% Attendance

MAY 2017

BACHELOR OF ARTS- MANONMANIUM SUNDARANAR UNIVERSITY

SKILLS

- Strong knowledge of quotation preparation, Invoice Management, payment follow-up, Administrative and customer support, communication, Attention to detail,
- Problem-solving, Teamwork, Time management & Adaptability

VISA STATUS : Dependent visa valid till July 2026

CERTIFICATIONS

- Diploma in PC Professional (PCP)
- Foundations Of Business and Entrepreneurship

PROJECTS

Work-Life Balance Among the Employees

Declaration:

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

Anju J V