

CURRICULUM VITAE

ANJALI SINGH

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CAREER OBJECTIVE

To work in an enthusiastic work environment where growth, knowledge and team work are the key virtues to all the tasks taken up. To devote myself, where one can stimulate ones performance and sharpen the skills to be a dynamic and innovative one.

ACADEMIC QUALIFICATION

Pursuing Master of Commerce – K.R.G Collage Gwalior M.P.
2013-2016 **Bachelor of Business Administration** - K.R.G Collage Gwalior M.P.
2013 Passed 12th from Shakuntala convent H.S School affiliated to M.P. Board.
2011 Passed 10th from C.N Convent H.S School affiliated to M.P. Board.

EXPERIENCE

One year experience in non teaching staff as a academic counselor and office assistant

TECHNICAL QUALIFICATION

- ☞ MS Office (MS Word, MS Excel, MS Power Point)
- ☞ Operating Window all Version
- ☞ Internet Surfing
- ☞ Tally.ERP

STRENGTH

- ☞ Positive attitude.
- ☞ Keen Learner and observer with high team spirit.
- ☞ Hard working and enthusiastic in developing good relation.

AWARDS AND ACCOLADES

- ☞ Participated in various sports activity in college.
- ☞ Participated in cultural programs at school and college level.

ABILITIES

- ☞ Team worker and good listener.
- ☞ Have the urge to grab and learn new technologies and have a good application skill.
- ☞ Have a good co-ordination skill and can manage myself in any situation.
- ☞ I complete my works in time accordingly.

PERSONAL INFORMATION

Father's Name : Mr. Jamuna Prasad
Nationality : Indian
Date of Birth : 28-June-1995
Place of Birth : Gwalior
Language Known : English, Hindi
Marital Status : Unmarried

DECLARATION

In the end I assure your good selves that if a chance is given to me I will prove my credentials towards duties.

(ANJALI SINGH)

Date: DD/MM/YYYY

Place: GWALIOR