

CURRICULUM VITAE

Mrs. Anamika

Tender executive

Telephone- 8171248331

Email – anamikasrivastav305@gmail.com

Street Address- Nyay Khand 1 Indirapuram Ghaziabad- 202014

State- Uttar Pradesh

Profile

An experienced Tender executive with 3 years of experience in verifying accuracy of business records and interacting with customers. Skilled in providing information, managing front desk, and greeting visitors. Proven ability to consistently update customer information and deliver excellent customer service.

WORK EXPERIENCE

Office Assistant

LIC OFFICE

October 2020-November 2021

- Answered incoming calls promptly and professionally; took messages or transferred calls to appropriate personnel.
- Performed data entry tasks with accuracy and speed utilizing MS Office applications such as Word, Excel, and PowerPoint.
- Organized and maintained filing systems to ensure efficient document retrieval.

GA DIGITAL WEB WORD PVT LTD

Tender Executive

- Jan-2021 to January 2024
- GA Digital Web Word Pvt.Ltd.

Education

HIGHSCHOOL(U.P.BOARD)	2008
INTERMEDIATE	2010
BECHELOR OF ARTS Rohailkand Universtity Bareilly	2011-2013
MASTER OF ARTS ROHAILKHAND UNIVERSITY BAREILLY	2021-2023

SKILLS

Communication
MS Excel
MS Word
Typing

LANGUAGES

HINDI
ENGLISH

PLACE: GHAZIABAD

DATE:

ANAMIKA