

RESUME

ANJALI RAWAT

D-74, Durga Vihar, Phase -2
Street No. 06, Deenpur, Najafgarh
New Delhi-110043 Contact No-9643724858
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Carrier Objective:

I am looking for working environment where I can refine my knowledge and skills, further I would like to work for an organization where I will get an opportunity to prove my ability and to learn new thing.

Qualification:

- **10th passed From CBSE BOARD.**
- **12th passed From CBSE BOARD.**
- **B.Com passed From DELHI UNIVERSITY.**
- **1 Year Certificate course of Business Organization and Administration from PUSA INSTITUTE (Awaited).**
- **Pursuing M.com from Indira Gandhi National Open University.**

Computer Knowledge:

- **Basic Knowledge of computer.**
- **Tally**

Work Experience:

- **7 Months exeperience in Fairfield Institute of Management and Technology (IP University) as Admin.**
- **6 Months training under S. Ramanand Aiyar & Company.**
- **2 Years experience in data entry work.**

Personal area of interest:

- **Listening Music, Cooking, Travelling.**

Personal profile:

Name:	Anjali Rawat
Father Name:	Shri. Devender Singh Rawat
Date of birth:	23 April, 1995
Marital status:	Single
Languages known:	Hindi & English

Personal strength:

Positive attitude, Punctuality, Self-motivation Confidence, Supportive, Creative team Work, Leadership quality, Hard Working.

I Assure You Deliver The Best Duties To All My Colleagues And The Company If Given An Opportunity To Prove My Capacity Creditably In Your Esteemed.

(ANJALI RAWAT)