

ANJALI SONAR

Narayan mohan kini chawl S.P Road

Ghartanpada no.1 dahisar (east)400068

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➤ OBJECTIVE

To enhance my education & professional skills in a stable and dynamic workplace. To use my resourceful organizational abilities in order to enrich the business and support the organization's objective.

➤ PERSONAL DETAILS

- Date of Birth : 17/11/1998
- Marital Status : Single
- Nationality : Indian
- Hobby : Cooking, Traveling, Writing , Playing badminton
- Gender: Female.

➤ Experience

4 month experience in Satish Inani & company

Tally erp -9

Gst Return

Preparing invoices

Work in Excel.

➤ QUALIFICATION

- **Nalanda Degree college(Borivali west)**
Passing year-2020
Bachelor of commerce
SPI – 7.50
- **Nalanda Degree college(Borivali west)**
Passing year - 2017
HSC
48.46

➤ SKILLS

- Tally ERP9
- Ms-Word
- Excel
- Powerpoint

➤ PERSONAL STRENGTH

Team oriented, Enthusiastic, Adaptable, Time management, Effective communication