

ANITA

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OBJECTIVE

To be a part of a progressive firm offering opportunity for career advancement and where I can learn and develop skills.

EDUCATION

- **Bachelor, business administration**

Post graduate govt college sector 11
Punjab University,
Chandigarh

Graduated, 2020
Marks 70.91%

- **Intermediate**

GMSSS Sector 40 B
CBSE Board
Chandigarh

Completed, 2017
Marks 66%

- **High school**

GMHS sector 39 D
CBSE Board
Chandigarh

Completed.2015
Marks 8.2 CGPA

COMPUTER PROFICIENCY

- Microsoft Word, Excel
- Power Point

PERSONAL QUALITIES

- Ability to work independently both with minimal supervision as well as in a team.
- Quick learner.
- Loyal towards work & duties.
- Good communication skill.

EXTRACURRICULAR ACTIVITIES

- Participated in interstate painting competition
- Actively participated in college fest
- Attended workshop conducted in college

PERSONAL DETAILS

Father: Desha Ram

Birthday: 14 May 1999

Gender: Female

Address: H.no 6444 B sector 56 Chandigarh

Marital Status: Single

Nationality: Indian

Languages: Hindi, English