

ANITA

Phone: 7307196229

Email: anitax995511@gmail.com

LinkedIn: <https://www.linkedin.com/in/anita-pal-b75a8b215>

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

Marital Status: Single

Birthday: 14 May 1999

Nationality: Indian

Gender: Female

Languages: Hindi, English

Address: H.no 6444 B sector 56 Chandigarh