

# **RESUME**

**ANAMIKA**

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## **OBJECTIVES**

Seeking a Successful Career in a Dynamic and Reputed Organization that allows me to utilize my knowledge and skills effectively achieving both Organizational and Personal Goals.

## **EDUCATIONAL QUALIFICATION**

<b>SR. NO.</b>	<b>QUALIFICATION</b>	<b>INSTITUTE</b>	<b>YEAR OF PASSING</b>	<b>PERCENTAGE</b>
1.	10th	Guru Nanak Adarsh School, Kultham	2019	85%
2.	12th	Kamla Nehru College for Women	2021	74%
3.	B.COM	Ramgarhia Institute of Engineering & Technology	2024	7.08 SGPA
4.	TALLY & BUSY	Aroma Institute	2024	90.3%

## **STRENGHTS**

- Dedicated towards work
- High sense of Responsibility
- Willing Learner
- Can handle work under Pressure
- Tally and Busy Software
- Microsoft office
- Expert in English Typing

## **PERSONAL INFORMATION**

Gender : Female  
Marital Status : Unmarried  
Language : English, Hindi & Punjabi  
Father Name : Rakesh Kumar  
Date of Birth : 08.02.2004  
Address : V.P.O. Kultham, Banga, Nawashahar  
144501

## **WORK EXPERIENCE**

- Fresher

## **DECLARATION**

I hereby declare that the information provided above is true to the best of my Knowledge and belief.

Thank you.