

# **CURRICULUM-VITAE**

**Anshika Garg**

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## **CAREER OBJECTIVE**

To work in a professional environment where my skills can be used to maximum and I can contribute to the vision of the company.

## **PROFESSIONAL EXPERIENCE**

**Grahapravesh interiors PVT LTD March 5, 2021 to Currently working**

### **Procure to Pay Operations Senior Process Associate in Accounts Payable**

- Managing purchase and non purchase.
- Working on daily targets.
- Creating leads, clients meetings.
- Excel Work

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## **ACADEMIC QUALIFICATION**

- MBA, DR. APJ Abdul Kalam Technical University.
- B.Com (HONS.), MJP Rohilkhand University.
- Senior Secondary, CBSE
- High School, CBSE

## **PERSONAL ATTRIBUTES**

- Hard Working.
- Learning Attitude.
- Self-confidence.
- Positive thinking.

### **PERSONAL DETAILS**

Father's Name : Prakash Garg

Marital Status : Unmarried

Date of Birth : OCTOBER 6, 1999

Nationality : Indian

Language Known : English, Hindi

Address : House No. A 133/3 Rajendra Nagar. Bareilly- 243003

### **DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and belief. I am looking forward to your favorable reply in this regard.

Thank You **ANSHIKA**