

# RESUME

ANJALI SOHANLAL BOUDH

ADDRESS FOR CORRESPONDENCE

ROOM NO.218, SECTOR- 1 , SAINTH WADI ,

AIROL NAVI MUMBAI-400708

E-MAIL :- [anjaliboudh26@gmail.com](mailto:anjaliboudh26@gmail.com)

CONTACT NO :- 7977627009

## CAREER OBJECTIVE

To utilize my knowledge and potential to work in growth oriented organization and which provides ample of opportunity to continuous learning ,growth and advancement . I believe the magic of teamwork . And I wish to give my best to the organization for which work.

## ACADEMIC QUALIFICATION

Examination	University	Marks Obtained	Passing Year
SSC	Maharashtra State Board	First Class	2014
HSC	Maharashtra State Board	Second Class	2016
T.Y.BCOM	Mumbai University	First Class	2021

## OTHER QUALIFICATION

M-CIT, Basic Excel , Tally

## EXPERIENCE

Name Of Company: Excel HR Solutions Pvt. Ltd

Position: Admin cum Back Office

Location: Ghansoli

Duration: Sep'22 to Till Date

Responsibility:

- Updating Candidate Data In Google Sheet
- Follow up with candidates and client to streamline interview process
- Preparing various reports as requested by director
- Creating Sales Invoice on ZOHO Books
- Salary Processing for employee
- Proficiency in mail drafting and Google sheet

<b>HOBBIES</b>
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1. Listening songs
2. Cooking

<b>PERSONAL DETAILS</b>
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Date Of Birth :- 26-07-1999

Gender :- Female

Maritua status :- Single

Nationality :- Indian

Languages :- Hindi ,English, Marathi

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

DATE :-

PLACE :- AIROLI

( ANAJLI S. BOUDH )