

Anjali Bhatt

Junagadh, Gujarat

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+91 81413 75398

Multifaceted administrative assistant and trained programmer, whose main expertise is in the maintenance and operation of computer programs to ensure efficient and secure work. Along with that, I have extensive knowledge in office management. Proven office and personnel management skills, with equal ability in lead and support roles. Competencies include record keeping, document management, personnel support and report presentation. A meticulous & Organised individual seeking any opportunity where I am willing to contribute my ideas and learn to grow.

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Work Experience

Yogi sales

Junagadh, Gujarat

January 2021 to Present

Full time)

- Maintained records of the sales
- Maintained walk ins and follow ups
- Data processing & Management
- Promotion and in house Marketing

— Dr. Subhash College Of Computer Science, Junagadh

Education

Bachelor's of Computer Science in Computer Science

SMT. K.G. Chauhan Highschool - Junagadh, Gujarat

Present

H.S.C

R. J. Kaneria Highschool - Junagadh, Gujarat

April 2019

Skills / IT Skills

- Skills Programming languages: C, C++, Java, c# . Net Web Technology: HTML, CSS & Java Script Database: SQL & MY SQL Soft Skills: Verbal & Written Communication, Public Speaking & Presentation
- Communication skills
- Computer skills
- Microsoft Excel
- Negotiation
- Business development