**RESUME**

**ANJALI SAKHUJA**

Sakhujaanjali@gmail.com

Female, Born 04 feb1990

+91-9034284152

**CAREER OBJECTIVE**

To promote the goodwill of the company for better output through a disciplined, organized and progressive ways with my sincere hard work and utmost endeavors in the task entrusted to me. And to work in an environment which help me in exploring my talent & give an equal opportunity for professional & personal growth.

**PROFESSIONAL & ACADEMIC QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CLASS** | **BOARD/UNIVERSITY** | **STREAM** | **YEAR** | **%AGE** |
| 10th | HBSE | All | 2005 | 60% |
| 10+2 | HBSE | Commerce | 2007 | 65% |
| B.Com | KUK | Commerce | 2010 | 60% |
| MBA | KUK | Finance | 2012 | 73% |

**Done Master Degree in Business Administration** **(MBA)** from **Haryana engineering college**, Affiliated to (kurukshetra university kurukshetra).

**SPECIALIZATION & FIELD OF INTEREST**

**Major : Finance**

**Minor : Marketing**

**TRAINING & PROJECTS**

* Project Report on A Study on spot trading in 2011
* Summer Training from Indiainfoline (IIFL) Yamuna Nagar

**SKILLS**

* Tally 9.5
* M.S Office
* Internet

**LINGUISTIC PROFICIENCY**

* English
* Hindi
* Punjabi

**KEY SKILLS AND ATTRIBUTES**

* Committed team player with flexible approach to work and to take initiative whenever required.
* Aggressive target oriented personality.
* Matured enough to handle sensitive information in a professional way.
* Punctual
* Creative with impressive organizational abilities and interpersonal skills.
* People and team handling skills.
* Good knowledge of basic computer applications.
* Ability to maintain composure and work efficiency in a fast paced pressured environment.
* Good communication skills teamed with the ability to develop rapport with employees and peers.
* Poised and confident in dealing with individuals at all levels.

**HOBBIES**

* Interact with new peoples
* Reading books
* Listen music
* painting

**CO – CURRICULAR ACTIVITIES &PROFESSIONAL ASSOCIATION**

Organized various events in College and at School level, And active participation in these events.

* Active participation in Short Term Legal Literacy Course Organised by Women
* Study Centre.
* Active participation in Azzaro 2k’11(10th National level Technical symposium).
* Active participation in workshop on management and communication skills.

**EXPERIANCE**

|  |  |
| --- | --- |
| Company Name | ICICI Bank Ltd., Naraingarh |
| Designation | Development Officer II |
| Worked in Organization | 16th April 2012 to 22nd December 2014 |
| Achievements | * Award of Excellence in Feb. 2014 * Award of exemplary Performance in July 2014 |

**PERSONAL DETAILS**

**Father’s Name** **:** Late Sh. Ashwani sakhuja

**Permanent Address :** #725, Mahavir colony

Model Town, Yamuna Nagar

Haryana - 135001

**Marital status :** Single

**Nationality :** Indian

**Gender :** Female

**REFERENCES**

Dr. Kuldip Singh (Principal)

Dr. Dharmveer Singh

Head of Deptt. (MBA)

Contact no. 9896214966

Haryana Engg. College

Jagadhri Haryana

**ANJALI**