

Curriculum Vitae

ANJALI PANDEY

Database Assistant

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Mobile : 7984437986 / 7990477352

Career Summary:

- Result-oriented and dedicated database assistant with over 8 years of experience in both government and private companies.
- Developing data protection processes and procedures, maintaining and updating large databases, and producing professional presentations and summary reports,
- Certified Data Management Professional possessing great analytical skills,
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Processed company documentation, such as invoices and payment checks
- Maintained flawless communication with the management.
- Reconcile accounts with bank statements.
- Perform basic bookkeeping duties.
- Letter drafting, Gujarati Typing, Data management in excel and maintain charts.
- Documentation maintain in power point.
- Strong attention to detail, and well-developed ability to remain calm in stressful situations.

Professional Experience:

- Company Name : T K Tekwani & Co, Ahmedabad
Sector : CA Firm (Private Sector)
Position : Office Assistant
Duration : November 2020 to Till Date
- Company Name : R Kumar Agency, Ahmedabad
Sector : SAC- ISRO (Private Sector)
Position : Database Assistant
Duration : August 2018 - July 2020
- Company Name : Gujarat InfoTech Limited, Ahmedabad
Sector : SAC- ISRO (Private Sector)
Position : Database Assistant
Duration : August 2015 - July 2018
- Company Name : Space Application Center (ISRO), Ahmedabad
Sector : Central Government
Position : Apprenticeship
Duration : September 2013 – September 2014

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Technical Competencies:

Microsoft Office Tools : - Microsoft Word, Excel & PowerPoint, Teams, and Tally etc.

Education Qualification:-

Course	Board	Year Of Passing	Percentage
M. COM	Gujarat University	2015	65.00%
B. COM	Gujarat University	2013	67.11%
H.S.C.	GHSEB	2010	79.86%
S.S.C	GSEB	2008	83.69%

Technical Qualification:-

Course	Board	Year Of Passing	Percentage
Computer Operator Cum Programming Assistant (COPA)	ITI Kubernagar	2013	69.44%

Personal details:-

Name	Anjali K Pandey
Fathers name	Krishna Kumar Pandey
D.O.B.	19 Dec 1991
Sex/Age	Female
Nationality	Indian
Marital status	Single
Language known	English, Gujarati, Hindi
Permanent Address	10, Kishan Park Society, Nr. Purvadeep Brts Stand, CTM Cross Road, Ahmedabad, Gujarat, 380026

Declaration:-

I declare that the above information furnished by me is true and correct to best of my knowledge.

Place: Ahmedabad
Date:

Regards
Anjali Krishnakumar Pandey