

ANJU

ACADEMIC EDUCATION

- **Post Graduate Diploma in Marketing Management** from Rajendra Prasad University, Mumbai (1997-98)
- **Masters Degree in Public Administration** from Panjab University, Chandigarh (1996-97, 1998-99)
- **Bachelor Degree** from Punjab University, Chandigarh (1993-96)

TECHNICAL EDUCATION

- **One year English Stenography Course** from Govt. Central Craft Institute for Women, Chandigarh (1993-94)
- **Computer Literacy**
 - ❖ Microsoft Excel, Microsoft word, Microsoft power point, Internet surfing and MS Outlook.

WORK EXPERIENCE

Presently working with **Real Estate Regulatory Authority, Punjab** as Personal Assistant to Chairperson
From Dec, 2017 - onwards

Worked with **Punjab Infrastructure Development Board** as Assistant Manager
From Aug, 2013 – Nov, 2017

Worked with **M/s DLF Universal Limited** as Officer-Coordination
From Sep, 2012 – Jul, 2013

Worked with **M/s Saboo Coatings Limited** as R & D Co-Ordinator
From Mar, 2010 – Aug, 2012

Worked with **M/s Ind Swift Limited** as Executive Assistant of Vice President Commercial
From Apr, 2009 – Feb, 2010

Worked with **M/s Kamla Dials and Devices Limited, Derabassi** as Sales Executive and Quality Executive
From Mar 1996 till Oct 2008

PERSONAL PROFILE

Nationality : Indian

Marital Status : Separated, Two sons

Date of Birth : Sep, 25 1976

Languages Known : English, Hindi, Punjabi