

ANJALI KUMARI

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EXECUTIVE SUMMARY

I am a 19 year old undergraduate looking for new opportunities in assistance and communication. Bringing in easy workflows and organizational efficiency.

SPECIALIZATIONS

- Communication
- Public Speaking
- People Management
- Content Writing

WORK EXPERIENCE

Everyday Assistant

Assistant at Abhishek Private Ltd | February - June(2021)

- Organized daily schedules
- Coordinated events between clients
- Balanced sales sheets.

Junior English Tutor

Adarsh Public Schoo; | 2018 - 2019

- Taught 8th-grade school students thrice a week
- Helped students prepare for long examinations
- Came up with lesson plans for all english tutors

EDUCATION HIGHLIGHTS

CSEET

Passed, Chartered Secretary | 2021

Intermediate (Commerce)

First Class| 2018 - 2020,Shivam International School, Patna

- Member,Student Council

St. Karen's Secondary School Patna

First Class | 2012 - 2018

- Member, Student Council

LANGUAGES SPOKEN

Hindi , English